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federal register

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WEDNESDAY, SEPTEMBER 20, 1978

highlights

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October 2 and 3, 1978

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HOW TO USE THE FEDERAL REGISTER

FOR: Any person who must use the Federal Register and Code of Federal Regulations.

WHAT: In cooperation with the Minnesota State Metropolitan Council of the Twin Cities Area, free public workshops (approximately 2½ hours) to present:

1. Brief history of the Federal Register system.
2. Difference between legislation and regulations.
3. Relationship of Federal Register and the Code of Federal Regulations.
4. Important elements of a typical Federal Register document.
5. An introduction to the finding aids of the FR/CFR system.

WHEN: October 2 and 3, 1978, at 9 a.m. (Each session identical)

WHERE: Suite 300, Metro Square Building, Seventh and Robert Streets, St. Paul, Minn.

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RESERVATIONS: Call Chuck McDew, 612–291–6421.

federal register

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Title 3—The President

Executive Order 12079 • **September 18, 1978**

Authorizing Certain Functions of Heads of Departments and Agencies Under the Airport and Airway Development Act of 1970 To Be Performed Without the Approval of the President

By the authority vested in me by section 301 of Title 3 of the United States Code, it is hereby ordered as follows:

SECTION 1. The authority vested in the heads of departments and agencies by Section 23(b) of the Airport and Airway Development Act of 1970 (84 Stat. 232; 49 U.S.C. 1723(b)), with the approval of the President and the Attorney General of the United States, to perform any acts and to execute any instruments necessary to make any conveyance requested by the Secretary of Transportation under Section 23(a) of that Act may be exercised by such heads of departments and agencies without the approval of the President.

SEC. 2. Executive Order No. 10536 of June 9, 1954, as amended, is revoked.

Jimmy Carter

THE WHITE HOUSE,
September 18, 1978.

[FR Doc. 78-26599 Filed 9-19-78; 11:11 am]

[3195-01]

Executive Order 12080 • **September 18, 1978**

Commemorative Presidential Proclamations

By the authority vested in me as President by the Constitution of the United States of America, and in order to simplify the procedures for the processing of approved commemorative proclamations, Section 4 of Executive Order No. 11030, as amended, is further amended by adding thereto the following new sentence:

"Notwithstanding the provisions of Section 2, the Director shall transmit any approved commemorative proclamations to the President.".

Jimmy Carter

THE WHITE HOUSE,
September 18, 1978.

[FR Doc.78-26600 Filed 9-19-78; 11:12 am]

[3195-01]

Executive Order 12081 • **September 18, 1978**

Termination of Expeditious Naturalization Based on Military Service

By the authority vested in me as President of the United States of America by Section 329 of the Immigration and Nationality Act, as amended by Sections 1 and 2 of the Act of October 24, 1968 (82 Stat. 1343; 8 U.S.C. 1440), and by the authority of Section 3 of that Act of October 24, 1968 (82 Stat. 1344; 8 U.S.C. 1440e), it is hereby ordered that the statutory period of Vietnam hostilities which began on February 28, 1961, shall be deemed to have terminated on October 15, 1978, for the purpose of ending the period in which active-duty service in the Armed Forces qualifies for certain exemptions from the usual requirements for naturalization, including length of residence and fees.

THE WHITE HOUSE,
September 18, 1978.

[FR Doc. 78-26601 Filed 9-19-78; 11:13 am]

rules and regulations

This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.

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[1620-01]

Title 4—Accounts

CHAPTER III—COST ACCOUNTING STANDARDS BOARD

PART 400—DEFINITIONS

PART 416—ACCOUNTING FOR INSURANCE COSTS

Cost Accounting Standards

AGENCY: Cost Accounting Standards Board.

ACTION: Final rule.

SUMMARY: This standard provides criteria for the measurement of insurance costs, the assignment of such costs to cost accounting periods, and the allocation of insurance costs to cost objectives. It is intended to resolve recurring problems involving the accounting for insurance premiums, self-insurance provisions, and insurance reserves, and the allocation of insurance costs among corporate segments. It is one of a series of cost accounting standards which the Board is promulgating "to achieve uniformity and consistency in the cost accounting principles followed by defense contractors and subcontractors under Federal contracts." (See section 719(g) of the Defense Production Act of 1950, as amended.) Any contractor receiving an award of a contract subject to the rules, regulations, and standards of the Cost Accounting Standards Board on or after the effective date of this standard will be required to follow it in accordance with the provisions of § 416.80.

EFFECTIVE DATE: July 10, 1979.

FOR FURTHER INFORMATION CONTACT:

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SUPPLEMENTARY INFORMATION:

(1) BACKGROUND

Work on a potential standard on accounting for insurance costs was initiated for a number of reasons; these included (1) differences between armed services procurement regulation (ASPR) provisions governing self-insurance and Financial Accounting Standards Board (FASB) statement No. 5, (2) Armed Services Board of Contract Appeals (ASBCA) cases or other disputes related to insurance accounting, and (3) knowledge of unresolved problems obtained by discussions with contractors and audit agencies.

A statement of issues related to accounting for insurance and a preliminary draft standard were developed by the staff and circulated to contractors, agencies, and others. Responses to these staff papers and to the FEDERAL REGISTER publications of October 5, 1977, and May 15, 1978, and information obtained in subsequent meetings with respondents and other interested persons were considered in developing the standard which is being promulgated today. Twenty-nine comments were received in response to the most recent FEDERAL REGISTER publication. All comments have been considered by the Board and those addressing areas of significance are discussed below, together with explanations of the changes made in the cost accounting standard being promulgated today from the proposal published in the FEDERAL REGISTER of May 15, 1978.

Ten respondents said that the proposed standard was acceptable as written, or they suggested only minor word changes.

The Board wishes to take this opportunity to express its appreciation for the helpful suggestions and constructive criticisms it has received, and for the time devoted to assisting the Board in this endeavor by the many organizations and individuals involved.

(2) COVERAGE OF STANDARD

One respondent said that the standard should be limited in its application to significant problem areas rather than treating all insurance and insurance-related costs in a general fashion. As stated in the prefatory remarks which accompanied the May 15, 1978, FEDERAL REGISTER publication, in its research, the Board did not find that accounting practices depended upon the type of risk or insurance. Therefore this standard, applicable to the major problems, is also appropriate for all other insurance.

One respondent suggested that the standard deal with the subject of premiums paid to "captive" insurers. The Board reiterates its belief, which it stated in the May 15, 1978, FEDERAL REGISTER publication, that the technique for accounting for premium costs should not be influenced by questions of the reasonableness of the amounts paid. Consequently, no change in this regard has been made in the May 15, 1978, proposal.

(3) SELF-INSURANCE AS A COST

Three respondents suggested that the proposed standard failed to properly distinguish between self-insurance and the absence of insurance. The Board recognizes that there may indeed be differences in the amount of planning involved, but there is no difference in the principle applicable to cost measurement. "Absence of insurance" is in fact one kind of self-insurance. The respondents said that a contractor who does not purchase insurance or set up a funded reserve to cover possible losses does not incur a cost and that, in such situations, actual losses are a part of entrepreneurial risk taking and should come directly from profit. For the reasons set forth below the Board does not agree.

A contractor who acquires assets is exposed to two types of risks—static risks and dynamic risks. Static risks are the risks which are inherent in the ownership of the assets; dynamic risks result from the decision to utilize the assets for the production of specific goods or services. Static risks are the same for all owners of similar assets in similar circumstances; e.g., the risk that property of a given type in a given location will be destroyed or damaged. Consequently, they are normally predictable by mathematical methods and can be insured against. Dynamic risks are a function of managerial judgment, e.g., whether a proposed product can be produced for a profit. Dynamic risks are not normally predictable or insurable; they generate a profit or loss, depending on management's ability to forecast costs and markets; they are the true entrepreneurial risks. Static risks, because they can be measured, predicted, and quantified, are properly subject to treatment as costs rather than as entrepreneurial risks.

From a cost accounting standpoint, the decision to purchase insurance or self-insure is not one of cost versus no-cost. Rather, it is one of certainty versus uncertainty. A contractor who self-insures will be subject to cost variations in any short time period as compared to one who purchases insurance, but in the long run their costs should be substantially the same, and their product or service must be priced to cover the same long-term cost.

Whether a contractor should be required to make deposits in a fund to provide for replacement of assets in the event of loss is not a consideration in determining the costs of self-insurance.

(4) ACCOUNTING FOR SELF-INSURANCE

When the business entity purchases insurance coverage from an underwriter, the cost to the business—for the static risk—is the premium. When the business entity does not purchase insurance, the best method of assignment of cost to current activities is a matter of possible disagreement.

A contractor who self-insures can recognize the cost of self-insurance for product pricing purposes in either of two ways: (1) By recognizing actual losses as they occur and allocating them to the products of some time period, usually the cost accounting period in which the loss occurred; or (2) by estimating the long-term average loss per time period and allocating it to the products of each time period. The second method is conceptually preferable in that it allocates the costs of all losses to the products of all time periods without regard to the particular chance distribution of actual losses among time periods.

The proposals which were published in the October 5, 1977, and May 15, 1978, FEDERAL REGISTER included criteria for selecting between the two approaches to recognizing the costs of self-insurance. A charge which would represent the projected average loss was required except in those situations where the actual losses in a cost accounting period could be expected to serve as a good representative of the long-term average loss for that period. The recognition of actual losses, rather than the use of a predetermined charge, would be expected where many units are exposed to loss and the maximum loss related to any one unit would be relatively small. Examples are the losses falling within the deductible portion of the automobile collision coverage for a fleet of vehicles, the deductible portions of property and casualty coverage where the size of the deductible is nominal in relation to the total exposure to risk for that coverage, and the worker's compensation claims of a large work force. There would be little point in calculating a special self-insurance charge in such circumstances.

The Board has decided to retain the requirement for the use of a self-insurance charge, as contained in the FEDERAL REGISTER proposals. A reasonable assignment of cost should be made to products of each period in which there is exposure to the risk. The cost of each loss should be allocated to all work accomplished in the facility where it occurred (and successor facilities over the life of the enterprise, not just to the work of the day, month, or year in which the loss happened to occur. this can be accomplished by charging each period with a self-insurance charge which is equal to the projected average loss.

The standard also retains the provision of the FEDERAL REGISTER proposals which permitted the recognition of actual losses in those limited circumstances, as described above, in which the actual losses in any cost accounting period may be expected not to differ significantly from the projected average loss for that period.

Several respondents were concerned as to the possible consequences if a self-insurance charge were to be made, and, subsequently, actual losses differed substantially from the projected average loss. The self-insurance charge is, of necessity, an estimate. If the estimate is made in a reasonable and supportable manner, then the fact that actual losses depart significantly in either direction from the projected average loss is not a basis for adjusting the costs of that cost accounting period. However, the standard provides that contractor's actual loss experience shall be reviewed regularly and that self-insurance charges for subsequent periods shall reflect experience, as would premiums for purchased insurance. Similarly, if the situation were one in which it had been determined that actual losses were to be used because they were not expected to differ significantly from the projected average loss, and actual losses did, in fact, differ significantly, the actual losses would be nonetheless the measure of the cost.

(5) LIMITATION ON SELF-INSURANCE CHARGE

The proposals which were published in the FEDERAL REGISTER provided that the self-insurance charge plus insurance administration expenses could be equal to, but could not exceed, the cost of comparable purchased insurance plus the associated administration expenses. Several respondents saw this as a question of allowability. It is, however, not a limit on allowability; it permits the cost of comparable purchased insurance to be used as one means of estimating the projected average loss. The provision is intended to avoid the necessity of employing actuaries to perform computations which other actuaries have already performed for the insurance company in setting the premium. the standard has been modified to express this intention more clearly.

Other respondents were concerned that a company which calculated a self-insurance charge based on, say, a 5-year moving average of its own loss experience would encounter problems if it were to incur a large loss; this would raise its average above the cost of comparable purchased insurance and thereby preclude the recovery of the excess over time. Again, the Board intended the limitation to apply only where the cost of comparable purchased insurance is used as a convenient method of estimating the projected average loss. The standard specifically requires that the contractor's own loss experience be reviewed regularly and that self-insurance charges for future periods reflect such experience in the same manner as would purchased insurance. It should be noted that the cost of future insurance premiums would also be expected to reflect, to some degree, the unfavorable loss experience of the contractor.

Several respondents were concerned that the standard would require them to obtain quotations for insurance premiums for comparison with proposed self-insrance charges, and they questioned the feasibility of obtaining such quotations. The standard only requires such a quotation if the self-insurance charge is to be estimated thereby; it would not be required if, for example, the charge were to be based only on a projection of the contractor's own experience.

(6) TERMINOLOGY

Several respondents suggested that, in the definition of "actual cash value," the phrase "replacement cost less depreciation" could lead to confusion because the type of depreciation intended thereby was not clear. The phrase was intended to imply replacement of the destroyed asset with one in the same physical condition. The definition has been modified to make this intention clearer.

One respondent suggested that the provisions of § 416.50(a)(1)(v) relative to "insurance coverage on retired lives" should be applicable to all types of insurance, rather than being limited to life insurance. the Board intended that this phrase provide for all types of insurance for retired persons. The term "retired lives" has accordingly been replaced by the term "retired persons."

Two respondents asked that the standard define or prescribe criteria for determining when a loss is considered to be "catastrophic" for purposes

of home-office reinsurance agreements; they were concerned about after-the-fact disagreement as to whether a particular loss was "catastrophic" and thereby to be allocated in part to the home office, or "noncatastrophic" and to be absorbed entirely by the segment. the Board believes that what constitutes "catastrophic loss" depends on the individual circumstances of each contractor. The determination should be made at the time the internal loss-sharing policy is established and should be revised, as necessary, for changes in future circumstances. Obviously, a catastrophic loss would be one which would be very large in relation to the average loss per occurrence for that exposure, and losses of that magnitude would be expected to occur infrequently.

(7) PREMIUMS AND REFUNDS

The proposed standard provided that a premium refund or dividend would become an adjustment to the pro rata premium cost for the earliest cost accounting period in which the refund or dividend is actually or contructively received. However, the standard permitted the contractor the option of using estimated net premiums instead. One respondent suggested that the standard permit the shifting of adjustments to prior years for purposes of overhead analysis. This proposed change would not assure consistent measurement of cost; it has therefore not been adopted.

(8) DIRECT CHARGING OF PREMIUMS

Paragraph 416.50(a)(1)(ii) provides that where insurance is purchased specifically for, and directly allocated to, a single final cost objective, the premiums need not be prorated. One respondent was concerned that if the final cost objective included requirements for two or more customers and the insurance premium were not prorated over the policy period, the cost might be charged only to the earliest units of production. They suggested that the provision be qualified by limiting it to only those final cost objectives which include requirements for a single customer. If the need for the insurance were to be occasioned by only one customer's requirements, the cost should be allocated to only that customer's units regardless of the production sequence. If the requirement is common to all customers' units, it should be allocated to all units.

The accounting principle here is the same as the one for specialized materials, which are charged directly to a final cost objective at the time of acquisition. If costs within a final cost objective, either for materials or for purchased insurance, were to be inappropriately related among the customers whose work is accumulated in the same cost objective, the problem would not be one of allocating costs to that cost objective. Rather it would be a problem of the method of analyzing costs within that final cost objective, a subject not being dealt with here.

(9) DEPOSITS AND RESERVES

Insurance agreements frequently provide for substantial amounts to be held by the insurer for various contingencies. Such amounts may be negotiated in advance or may represent the unrefunded excess of premiums over losses; in either event they are not arrived at by actuarial computations of known risks. The contractor typically retains a significant amount of interest in, and control over, such funds. FASB statement No. 5 provides that amounts which do not represent transfers of risk from the insured to the insurer are deposits and should be accounted for as such. The proposed standard required that anything which would be a deposit under that statement be treated as a deposit for contract costing purposes. In addition, the standard required that "reserves" held by the insurer for the account of the contractor would be regarded as deposits unless they met stated criteria.

These special criteria included a prohibition against recapture of the reserve or fund so long as any beneficiary remained alive. Two commentators urged that this test be modified. The Board intended to assure that the cost had indeed been incurred, but there was no intention to tie up excess reserves for long periods. The provision has been modified accordingly.

One respondent pointed out that group insurance carriers in recent years have required that premium stabilization reserves be established on medium-size experience-rated programs to smooth the experience so it will be similar to a large group. He said that the contractor has no more right to these reserves than the monthly premium he pays on the policy. He therefore suggested that the reserves required by the insurance carrier should not be required to be treated as deposits unless these reserves are treated as deposits for financial statement purposes. The Board does not agree; such reserves are negotiated amounts and the contractor does in fact have some influence over them. Cost measurement is improved if these amounts are treated as deposits until settled.

Some respondents previously pointed out that where a contractor changes from a pay-as-you-go program for retired persons to a pre-funded program, or initially establishes a prefunded program, a liability arises to those employees who have already retired. The respondents suggested that the standard provide a transition mechanism to deal with the newly recognized liability. Therefore, the standard which was proposed in the May 15, 1978, FEDERAL REGISTER provided, and the standard being promulgated today provides that, for a transition from a pay-as-you-go plan to a terminal-funded plan, or on the initial establishment of a terminal funded plan, the actuarial present value of benefits applicable to employees already retired shall be amortized over a period of 15 years.

Two respondents inquired as to the Board's reason for not providing a similar provision for transitions to fully prefunded level-premium or entry-age-normal plans. The actuarial premium computations for such plans implicitly allow for appropriate amortization of the liability for past service; therefore, an explicit provision for this purpose is unnecessary.

Two respondents asked for some liberalization of the 15-year amortization requirement; one suggested that the period be negotiable depending upon the circumstances which occasioned the change, as for example, when a segment is abolished and many employees take immediate retirement. The 15-year period was chosen to be comparable to the amortization period for actuarial gains and losses contained in CAS 413. To permit the amortization period to be negotiated on a case-by-case basis would reduce uniformity. It might also create an incentive to make such changes at times when one of the parties could be expected to benefit. The Board does not accept the suggestion.

(10) RELATIONSHIP TO OTHER STANDARDS

One respondent was concerned about the realtionship of this standard to two other cost accounting standards, CAS NO. 412, composition and measurement of pension cost, and CAS No. 415, accounting for costs of deferred compensation. The respondent was concerned especially about health insurance carried for retired employees of a contractor; he felt that there might be confusion as to whether such insurance should be considered a form of deferred compensation, a part of a pension plan, or a part of an insurance program.

The Board believes that these standards provide ample criteria for determining which standard is applicable to any given cost. In particular, the question of whether a benefit, such as insurance provided to retired persons, is an integral part of a pension plan and thereby governed by CAS No. 412 or is a part of an insurance program and thereby governed by CAS No. 416 is a question of fact in each given instance. Moreover, application of either stand-

ard to this element would result in substantially the same amounts of allocable cost.

(11) AMOUNT OF A LOSS

The proposal which was published in the October 5, 1977, FEDERAL REGISTER provided, in part, that "the amount of an incurred loss shall be measured by the net book value of property destroyed . . ." A number of respondents disagreed with this provision and suggested that the proper measure of the loss was "fair value," "replacement cost," "replacement cost, net of depreciation," and "replacement cost if replaced and net book value if not replaced." After considering these comments, the Board concluded that the measure of the loss should be the economic value of the asset destroyed, and that this value was best described as "actual cash value"; consequently, the May 15, 1978, FEDERAL REGISTER proposal incorporated "actual cash value."

Three respondents have again asked that the standard recognize replacement cost as the measure of the loss, on the grounds that the asset would probably be replaced with a new asset and that the cost of insurance premiums which would provide for replacement cost coverage would be allowable. The Board believes that the measure of the loss is the economic value of the asset destroyed, and this may bear little relationship to the economic value of the asset which is acquired to replace it. In this connection it should also be noted that CAS No. 409 requires the treatment of a gain on involuntary conversion of an asset as a recovery of past depreciation or, alternatively, treatment as a reduction in the cost basis of the replacement asset. The Board has, accordingly, retained the use of "actual cash value" as one of the major measures of loss.

Contract audit agencies have reported that contractors sometimes charge the maximum potential loss for contract costing purposes but report a lesser amount for published financial statements; therefore, the proposed standard provided that where the amount of the loss is uncertain, the estimate of the loss shall be the amount includible in published financial statements. Three respondents suggested that this requirement be deleted because the amount reported for financial statement purposes might be too conservative. The Board continues to believe that the guidance contained in FASB statement No 5 and interpretation No. 14 thereto permits an objective measure of the loss. The Board, therefore, retains the requirement.

One respondent was concrned about whether use of the term "incurred loss" in § 416.50(a)(3) was intended to mean something other than an actual loss. The Board did not so intend; the term "incurred loss" has been eliminated.

Two respondents asked the Board to clarify the references to "published financial statements" contained in the previously proposed standards. One of these respondents pointed out that not all published financial statements are necessarily prepared in accordance with generally accepted accounting principles; the other pointed out that a loss may be required to be reported in a published financial statement under conditions where it is not accruable therein as a liability. In order to clarify its intent, the Board has replaced the phrase "published financial statements," whenever it appeared in the proposed standard, with the phrase "statements prepared in accordance with generally accepted accounting principles" and the standard now refers to the amount which would be "includible as an accrued liability" in such statements.

(12) PRESENT VALUE OF FUTURE LOSSES

On respondent objected to the requirement for discounting amounts of losses to be paid in the future at a rate different from that contained in existing procurement regulations. As it stated in the prefatory remarks which accompanied the May 15, 1978, FEDERAL REGISTER publication, the Board believes that the additional computational effort involved in using a rate for contract costing different from that required by the various States is not warranted. Where no rate is prescribed by a State, the use of the rate determined by the Secretary of the Treasury pursuant to Pub. L. 92-41, 85 Stat 97, as required by the standard, is consistent with the Board's requirement in CAS 415 to use that rate in discounting deferred compensation awards.

(13) ALLOCATION OF INSURANCE COSTS FROM A HOME OFFICE TO SEGMENTS

The October 5, 1977, proposal contained criteria for the allocation of insurance costs from a home office to segments. Various respondents questioned the need for such additional guidance on the grounds that the provisions of CAS 403 are adequate for this purpose. The Board concurred in this belief and omitted the related provisions from the May 15, 1978, proposal. Two respondents to that proposal suggested that the provisions of CAS 403 are too general and further guidance is needed to insure that such allocations will reflect significant differences in segment loss experience.

CAS 403 requires that home office expenses shall be allocated on the basis of the beneficial or casual relationship between supporting and receiving activities. Specifically, with respect to central payments or accruals made by a home office on behalf of its segments, CAS 403 requires that these shall be allocated directly to segments to the extent that they can be identified. CAS 403 provides further that payments or accruals which cannot be identified with individual segments are to be allocated by means of an allocation base representative of the factors on which the total payment is based. If there are significant differences in segment loss experience, then these differences would be identifiable and would be required by CAS 403 to be reflected in the allocation of the related home office premium cost or refund. The Board therefore continues to believe that additional guidance for such allocations in this standard is not necessary.

(14) MATERIALITY OF LOSSES AND INSURANCE ADMINISTRATION EXPENSES

The standard permits a contractor to recognize immaterial amounts of self-insured losses and insurance administration expenses as part of other expense categories rather than as "insurance expense." Two respondents were concerned that what is a "material" cost will be the subject of controversy.

The Board recognizes that some contractors may elect to purchase all of their insurance services from an insurance company or outside agencies; such services as claims processing or payment, risk analysis, loss prevention activities, etc. may be billed separately or included in the premium. Other contractors may elect to provide some or all of these services themselves. The standard recognizes this diversity of practice by stating, in § 416.40, that the amount of the insurance cost is the sum of the projected average loss plus the insurance administration expenses.

Where a contractor purchases substantially all of its insurance services and the cost is included in the premium, the allocation of the costs of such services automatically follows the allocation of the premium. In such situations, if immaterial amounts of in-house costs, such as portions of various individuals' salaries or allocable space costs, are not explicitly recognized as insurance administration expenses, the accuracy of cost allocation is not significantly impaired. On the other hand, if a contractor establishes a claim processing department to process group insurance claims for a large work force, and the costs of such a group are material, then the Board believes that uniformity will be better served by requiring that such costs be allocated in the same manner as the costs of the related insurance. The Board believes that its previous pro-

nouncements on the subject of materiality will provide sufficient guidance.

(15) RENEGOTIATION

One respondent was concerned that contractors will have difficulty in following the standard while reporting to the Renegotiation Board, which is bound by law to allow items in accordance with chapter 1 of the Internal Revenue Code. This concern applies both to the election to account for refunds, dividends, and additional assessments on the basis of estimated net premiums, authorized in § 416.50(a)(1)(vi), and the use of a self-insurance charge in lieu of the recognition of actual losses. In both instances the standard could result in the recognition, as contract cost, of amounts which would not be recognized for tax purposes.

Other cost accounting standards have required the selection of specific cost measurement techniques from among the many which might have been available under the Internal Revenue Code. The respondent suggested that the proposal on insurance is different in that it can result in the use of a method of contract cost accounting which is not permitted for tax accounting purposes.

The Board recognizes that the Renegotiation Board is indeed bound by law to recognize those elements of cost which are identified in the Internal revenue Code. Measurement of the amounts of such costs to be recognized in any particular period, however, should be done in accordance with the best available accounting techniques. Where this standard recognizes a self-insurance charge in lieu of actual losses, the Renegotiation Board will also obtain a better measure of contractual profits by following the standard than by following the tax measurement. The Renegotiation Board, as a relevant Federal agency, can arrange for the application of this standard as it has for various others which have required reconciliations between tax reporting and contract costing. No exemption is, therefore, being made for renegotiation.

(16) RECORDS

A contractor who elects to make a self-insurance charge should be expected to provide sufficient documentation to support the amount of the charge. In addition, the standard requires that the contractor's own loss experience be evaluated regularly. Finally, the standard requires the identification of losses to the segment in which they occur. While the cost of losses is already reflected in the contractor's formal accounting records, the data on loss frequency, amount, and location which may be necessary to comply with the proposed standard may not be a normal part of such accounting records. The "records" provision of the standard recognizes both the need for such data and the probable memorandum nature of the records. The requirement to maintain such records was contained in the October 5, 1977, proposal but was inadvertently omitted from the May 15, 1978, FEDERAL REGISTER proposal. It has been reinstated in the standard now being promulgated.

(17) ILLUSTRATIONS

One respondent suggested that the dollar amounts used in illustrations were unrealistic and would serve as guidelines for unrealistic rulings in practice. As the Board has stated on previous occasions, the use of dollar amounts in illustrations is intended to improve the understandability of the illustration. Such dollar amounts are not intended to establish criteria for use in actual situations.

(18) COSTS AND BENEFITS

The Board's objective, with respect to uniformity, is to achieve comparability among entities operating under like circumstances. As applied to the measurement of insurance costs, there should be similar reported costs where there are similar exposures to risk. The Board has recognized the need to provide guidance on the determination of contract charges under self-insurance programs, especially under circumstances where the likelihood is that actual losses in a given period will differ materially from the long-term projected average. This standard will provide for increased uniformity in this field.

Consistency pertains to the use, by any one entity, of cost accounting practices which permit comparability of contract results under similar circumstances over periods of time. The decision whether to purchase insurance or to self insure is comparable to a make or buy decision. A change in the method of providing for the risks (which risks continue unchanged) is not a change in circumstances of the sort which should destroy comparability over time. This standard provides the basis for consistency in measuring insurance costs even when there are shifts between purchased insurance and self-insurance.

Only three respondents suggested that the implementation costs of the standard would be excessive or would exceed the benefits. One of these foresaw increased administrative costs but did not offer any specifics. The concerns of the others appeared to lie primarily in two areas—the lack of a definition of "materiality" in relation to insurance costs and the lack of specific procedural guidance in estimating a self-insurance charge. They therefore anticipated increased disagreements. The Board has provided remarks about materiality in various public pronouncements. The Board believes that these comments are sufficient and that the concerns in this regard are unwarranted.

A self-insurance charge is an estimate, and the Board has consistently refrained from dictating detailed estimating procedures. A contractor must, of necessity, estimate many costs, and the degree of sophistication and complexity of the estimating process is a matter for discussion between the contractor and procurement and audit personnel.

The standard provides for several methods of recognizing the costs of self-insurance. First, the contractor may recognize actual losses in those situations in which the distribution of actual losses may be expected to not differ significantly from the projected average loss. This is a matter which should be readily determinable from the nature of the exposure to risk; this will normally be expected where there are many units exposed to loss and the potential loss per unit is low in relation to the total exposure, as, for example, with worker's compensation, group insurance, and deductible portion of property and casualty insurance which is nominal in relation to the total exposure. In most such cases, contractors already charge actual losses, so no change will be necessary. Second, the contractor may use the premium cost of purchased insurance for comparable coverage as the basis for the self-insurance charge. This method would be appropriate when, for example, the contractor proposed to substantially increase a deductible provision for property and casualty insurance; he might propose to make a self-insurance charge equal to the premium reduction for the decreased coverage. Only in the event that neither of these two methods is appropriate would the contractor have to resort to the third method, that of actuarial review of his own or industry experience to develop a self-insurance charge. Under these circumstances, the Board believes that the majority of contractors will already be in compliance with the proposed standard and the costs of compliance for the remainder should not be significant. Therefore, the standard should have no significant inflationary impact.

Four respondents suggested that, if the majority of contractors would not have to change in order to comply with the standard, then the problems were not sufficient to justify the standard. The Board recognizes that, although the insurance problems resolved by this standard are likely to be encountered only by a minority of contractors, when they are encountered

they are of substantial importance and their resolution in a uniform and consistent manner will be beneficial in contract costing.

In summary, the Board finds that this standard will increase the uniformity and consistency of measurement of the cost of insurance related to negotiated defense contracts. The standard will eliminate, or materially reduce, the problems listed in the Board's prefatory remarks with the May 15, 1978 publication. The Board finds that the costs of implementation will be slight and that there will be no inflationary impact.

* * * * *

There is also being published today an amendment to part 400, definitions, to incorporate in that part terms defined in § 416.30(a) of this cost accounting standard.

Title 4, Code of Federal Regulations, chapter III is amended as follows:

1. Section 400.1(a) is amended by inserting the following definitions in alphabetical order:

§ 400.1 Definitions.

(a) * * *

Actual cash value. The cost of replacing damaged property with other property of like kind and quality in the physical condition of the property immediately prior to the damage.

* * * * *

Insurance administration expenses. The contractor's costs of administering an insurance program, e.g., the costs of operating an insurance or risk-management department, processing claims, actuarial fees, and service fees paid to insurance companies, trustees, or technical consultants.

* * * * *

Projected average loss. The estimated long-term average loss per period for periods of comparable exposure to risk of loss.

* * * * *

Self-insurance. The assumption or retention of the risk of loss by the contractor, whether voluntarily or involuntarily. Self-insurance includes the deductible portion of purchased insurance.

* * * * *

Self-insurance charge. A cost which represents the projected average loss under a self-insurance plan.

* * * * *

2. Part 416 is added to read as follows:

Sec.
416.10 General applicability.
416.20 Purpose.
416.30 Definitions.
416.40 Fundamental requirement.
416.50 Techniques for application.
416.60 Illustrations.
416.70 Exemptions.
416.80 Effective date.

AUTHORITY: 84 Stat. 796, Sec. 103, 50 U.S.C. App. 2168.

§ 416.10 General applicability.

General applicability of this cost accounting standard is established by § 331.30 of the Board's regulations on applicability, exemption, and waiver of the requirement to include the cost accounting standards contract clause in negotiated defense prime contracts and subcontracts (4 CFR 331.30).

§ 416.20 Purpose.

The purpose of this standard is to provide criteria for the measurement of insurance costs, the assignment of such costs to cost accounting periods, and their allocation to cost objectives. The application of these criteria should increase the probability that insurance costs are allocated to cost objectives in a uniform and consistent manner.

§ 416.30 Definitions.

(a) The following definitions of terms which are prominent in this standard are reprinted from part 400 of this chapter for convenience. Other terms which are used in this standard and are defined in part 400 of this chapter have the meanings ascribed to them in that part unless the text demands a different definition or the definition is modified in paragraph (b) of this section.

Actual cash value. The cost of replacing damaged property with other property of like kind and quality in the physical condition of the property immediately prior to the damage.

Insurance administration expenses. The contractor's costs of administering an insurance program, e.g., the costs of operating an insurance or risk-management department, processing claims, actuarial fees, and service fees paid to insurance companies, trustees, or technical consultants.

Projected average loss. The estimated long-term average loss per period for periods of comparable exposure to risk of loss.

Self-insurance. The assumption or retention of the risk of loss by the contractor, whether voluntarily or involuntarily. Self-insurance includes the deductible portion of purchased insurance.

Self-insurance charge. A cost which represents the projected average loss under a self-insurance plan.

(b) The following modifications of definitions set forth in part 400 of this chapter are applicable to this standard: None.

§ 416.40 Fundamental requirement.

(a) The amount of insurance cost to be assigned to a cost accounting period is the projected average loss for that period plus insurance administration expenses in that period.

(b) The allocation of insurance costs to cost objectives shall be based on the beneficial or causal relationship between the insurance costs and the benefiting or causing cost objectives.

§ 416.50 Techniques for application.

(a) Measurement of projected average loss.

(1) For exposure to risk of loss which is covered by the purchase of insurance or by payments to a trusteed fund, the premium or payment, adjusted in accordance with the following criteria, shall represent the projected average loss:

(i) The premium cost applicable to a given policy term shall be assigned pro rata among the cost accounting periods covered by the policy term, except as provided in subparagraphs (ii) through (vi) of this paragraph. A refund, dividend or additional assessment shall become an adjustment to the pro rata premium costs for the earliest cost accounting period in which the refund or dividend is actually or constructively received or in which the additional assessment is payable.

(ii) Where insurance is purchased specifically for, and directly allocated to, a single final cost objective, the premium need not be prorated among cost accounting periods.

(iii) Any part of a premium or payment to an insurer or trustee, or any part of a dividend or premium refund retained by an insurer or trustee which would be includable as a deposit in published financial statements prepared in accordance with generally accepted accounting principles shall be accounted for as a deposit for the purpose of determining insurance costs.

(iv) Any part of a premium or payment to an insurer or to a trustee, or any part of a dividend or premium refund retained by an insurer, for inclusion in a reserve or fund established and maintained on behalf of the insured or the policyholder or trustor, shall be accounted for as a deposit unless the following conditions are met: (A) The objectives of the reserve or fund are clearly stated in writing;

(B) Measurement of the amount required for the reserve or fund is actuarially determined and is consistent with the objectives of the reserve or fund;

(C) Payments and additions to the reserve or fund are made in a systematic and consistent manner; and

(D) If payments to accomplish the stated objectives of the reserve or fund are made from a source other than the reserve or fund, the payments into the reserve or fund are reduced accordingly.

(v) If an objective of an insurance program is to prefund insurance coverage on retired persons, then, in addition to the requirements imposed by subparagraph (iv) of this paragraph:

(A) Payments must be made to an insurer or trustee to establish and maintain a fund or reserve for that purpose;

(B) The policyholder or trustor must have no right of recapture of the reserve or fund so long as any active or retired participant in the program remains alive unless the interests of such remaining participants are satisfied through adequate reinsurance or otherwise; and

(C) The amount added to the reserve or fund in any cost accounting period must not be greater than an amount which would be required to apportion the cost of the insurance coverage fairly over the working lives of the active employees in the plan. If a contractor establishes a terminal-funded plan for retired persons or converts from a pay-as-you-go plan to a terminal-funded plan, the actuarial present value of benefits applicable to employees already retired shall be amortized over a period of 15 years.

(vi) The contractor may adopt and consistently follow a practice of determining insurance costs based on the estimated premium and assessments net of estimated refunds and dividends. If this practice is adopted, then any difference between an estimated and actual refund, dividend, or assessment shall become an adjustment to the pro rata net premium costs for the earliest cost accounting period in which the refund or dividend is actually or constructively received or in which the additional assessment is payable.

(2) For exposure to risk of loss which is not covered by the purchase of insurance or by payments to a trusteed fund, the contractor shall follow a program of self-insurance accounting according to the following criteria:

(i) Except as provided in paragraph (a)(2) (ii) and (iii) of this section actual losses shall not become a part of insurance costs. Instead, the contractor shall make a self-insurance charge for each period for each type of self-insured risk which shall represent the projected average loss for that period. If insurance could be purchased against the self-insured risk, the cost of such insurance may be used as an estimate of the projected average loss; if this method is used, the self-insurance charge plus insurance administration expenses may be equal to, but shall not exceed, the cost of comparable purchased insurance plus the associated insurance administration expenses. However, the contractor's actual loss experience shall be evaluated regularly, and self-insurance charges for subsequent periods shall reflect such experience in the same manner as would purchased insurance. If insurance could not be purchased against the self-insured risk, the amount of the self-insurance charge for each period shall be based on the contractor's experience, relevant industry experience, and anticipated conditions in accordance with accepted actuarial principles.

(ii) Where it is probable that the actual amount of losses which will occur in a cost accounting period will not differ significantly from the projected average loss for that period, the actual amount of losses in that period may be considered to represent the projected average loss for that period in lieu of a self-insurance charge.

(iii) Under self-insurance programs for retired persons, only actual losses shall be considered to represent the projected average loss unless a reserve or fund is established in accordance with § 416.50(a)(1)(v).

(iv) The self-insurance charge shall be determined in a manner which will give appropriate recognition to any indemnification agreement which exists between the contracting parties.

(3) In measuring actual losses under paragraph (a)(2) of this section:

(i) The amount of a loss shall be measured by (A) The actual cash value of property destroyed; (B) amounts paid or accrued to repair damage; (C) amounts paid or accrued to estates and beneficiaries; and (D) amounts paid or accrued to compensate claimants, including subrogation. Where the amount of a loss which is represented by a liability to a third party is uncertain, the estimate of the loss shall be the amount which would be includable as an accrued liability in financial statements prepared in accordance with generally accepted accounting principles.

(ii) If a loss has been incurred and the amount of the liability to a claimant is fixed or reasonably certain, but actual payment of the liability will not take place for more than 1 year after the loss is incurred, the amount of the loss to be recognized currently shall not exceed the present value of the future payments, determined by using a discount rate equal to that prescribed for settling such claims by the State having jurisdiction over the claim. If no such rate is prescribed by the State, then the rate shall be equal to the interest rate as determined by the Secretary of the Treasury pursuant to Pub. L. 92-41, 85 Stat. 97, in effect at the time the loss is recognized. Alternatively, where settlement will consist of a series of payments over an indefinite time period, as in worker's compensation, the contractor may follow a consistent policy of recognizing only the actual amounts paid in the period of payment.

(4) The contractor may elect to recognize immaterial amounts of self-insured losses or insurance administration expenses as part of other expense categories rather than as "insurance costs."

(b) Allocation of insurance costs:

(1) Where actual losses are recognized as an estimate of the projected average loss, in accordance with § 416.50(a)(2), or where actual loss experience is determined for the purpose of developing self-insurance charges by segment, a loss which is incurred in a given segment shall be identified with that segment. However, if the contractor's home office is, in effect, a reinsurer of its segments against catastrophic losses, a portion of such catastrophic losses shall be allocated to, or identified with, the home office.

(2) Insurance costs shall be allocated on the basis of the factors used to determine the premium, assessment, refund, dividend, or self-insurance charge, except that insurance costs incurred by a segment or allocated to a segment from a home office may be combined with costs of other indirect cost pools if the resultant allocation to each final cost objective is substantially the same as it would have been if separately allocated under this provision.

(3) Insurance administration expenses which are material in relation to total insurance costs shall be allocated on the same basis as the related premium costs or self-insurance charge.

(c) Records. The contractor shall maintain such records as may be necessary to substantiate the amounts of premiums, refunds, dividends, losses, and self-insurance charges, paid or accrued, and the measurement and allocation of insurance costs. Memorandum records may be used to reflect any material differences between insurance costs as determined in accordance with this standard and as includable in financial statements prepared in accordance with generally accepted accounting principles.

§ 416.60 Illustrations.

(a) Contractor A pays a company-wide property and casualty insurance premium for the policy term July 1, 1980, to July 1, 1983, and includes the entire amount as cost in its cost accounting period which ended December 31, 1980. This is a violation of § 416.50(a)(1)(i) in that only one-sixth of the policy term fell within the cost accounting period which ended De-

cember 31, 1980, and therefore only one-sixth of the premium should have been included in cost in that cost accounting period.

(b) Contractor B has a retrospectively rated worker's compensation insurance program. The policy term corresponds with the contractor's cost accounting period. Premium refunds are normally received and applied in the following cost accounting period. The contractor's practice is to include the entire gross premium in insurance cost in the cost accounting period in which it is paid and to credit the refund against insurance cost in the cost accounting period in which it is received. This practice conforms with § 416.50(a)(1)(i). The contractor could also, under the provisions of § 416.50(a)(1)(vi), have followed a consistent practice of estimating such refunds in advance and including the estimated net premium in insurance cost.

(c) Contractor C establishes a self-insured program of life insurance for active and retired persons. The contractor pays death benefits directly to the beneficiaries of deceased employees and includes such payments in insurance costs at the time of payment. This practice complies with § 416.50(a)(2)(iii) which requires that only the actual losses be recognized unless a trusteed reserve or fund is established in accordance with § 416.50(a)(1)(v).

(d) Instead of paying death benefits directly, contractor D purchases annual group term life insurance on active and retired persons and charges the premiums to insurance costs (with proper recognition for refunds and dividends). Contractor D's retired persons wish to be protected against possible discontinuance of the program. Contractor D, therefore, establishes a trusteed fund. As each employee retires, contractor D deposits in the fund an amount which is equal to the premium on a paid-up policy for that employee, and he advises the trustee that the fund is to be used to continue to pay premiums on retired persons in the event the program is discontinued. The contractor also continues to purchase group term insurance on both active employees and retired persons and charges both the premiums and the deposits to insurance costs. This practice does not comply with § 416.50(a)(1)(iv)(D) which requires that if payments to accomplish the stated objectives of the reserve or funds are made from a source other than the reserve or fund, the payments into the fund shall be reduced accordingly.

NOTE.—In this instance the contractor could comply with the standard by paying from the fund that portion of the group term premium which represented the retired persons or by reducing the deposits to the fund by an equivalent amount in accordance with § 416.50(a)(1)(iv)(D). This practice would also comply with the requirement of § 416.50(a)(1)(v)(C) that the amount added to the fund not be greater than an amount which would be required to fairly allocate the cost over the working lives of the active employees in the plan.

(e) Contractor E wishes to provide assurance of his life insurance program continuance to both active and retired employees. He establishes a trusteed fund in accordance with § 416.50(a)(1) (iv) and (v) and thereafter pays into the fund each year for each active employee an actuarially determined amount which will accumulate to the equivalent of the premium on a paid-up life insurance policy at retirement. He charges the annual payments to insurance costs. Benefits are paid directly from the fund (or the fund is used to pay the annual premiums on group term life insurance for all employees). This practice also complies with the requirement of § 416.50(a)(1)(v)(C) that the amount added to the fund not be greater than an amount which would be required to fairly allocate the cost over the working lives of the active employees in the plan.

(f) Contractor F has a fire insurance policy which provides that the first $50,000 of any fire loss will be borne by the contractor. Because the risk of loss is dispersed among many physical units of property and the average potential loss per unit is relatively low, the actual losses in any period may be expected not to differ significantly from the projected average loss. Therefore, the contractor intends to let the actual losses represent the projected average loss for this exposure to risk. Property with an actual cash value of $80,000 is destroyed in a fire. The contractor charges the $50,000 of the loss not covered by the policy to insurance costs for contract costing purposes. The practice complies with the requirement of § 416.50(a)(2). However, had the contractor's plan been to make a self-insurance charge for such losses, then any difference between the self-insurance charge and actual losses in that cost accounting period would not have been allocable as an insurance cost.

(g) Contractor G is preparing to enter into a Government contract to produce explosive devices. The contractor is unable to purchase adequate insurance protection and must act as a self-insurer. There is a significant possibility of a major loss, against which the Government will not undertake to idemnify the contractor. The contractor, therefore, intends to make a self-insurance charge for this exposure to risk. The contractor may, in accordance with § 416.50(a)(2)(i), use data obtained from other contractors or any other reasonable method of estimating the projected average loss in order to determine the self-insurance charge.

(h) Contractor H purchases liability insurance for all of its motor vehicles in a single, company-wide policy which contains a $50,000 deductible provision. However, the company's management policy provides that when a loss is incurred in a segment, only the first $5,000 of the loss will be charged to the segment; the balance of the loss will be absorbed at the home-office level and reallocated among all segments. Because the risk of loss is dispersed among many physical units and the maximum potential loss per occurrence is limited, the actual losses in any cost accounting period may be expected not to differ significantly from the projected average loss. Therefore, the contractor intends to let the actual losses represent the projected average loss for this exposure to risk. An analysis of the loss experience shows that many past losses exceeded $5,000. Contractor H's practice of allocating the loss in excess of $5,000 to the home office is a violation of § 416.50(b)(1)(ii). The limit of $5,000 cannot realistically be considered a measure of a "catastrophic" loss when losses frequently exceed this amount, and the use of a limit this low would obscure segment loss experience.

§ 416.70 Exemptions.

None for this standard.

§ 416.80 Effective date.

(a) The effective date of this standard is July 10, 1979.

(b) This standard shall be followed by each contractor on or after the start of his next cost accounting period beginning after the receipt of a contract to which this cost accounting standard is applicable.

ARTHUR SCHOENHAUT,
Executive Secretary.

[FR Doc. 78-26410 Filed 9-19-78; 8:45 am]

[3410-02]

Title 7—Agriculture

CHAPTER IX—AGRICULTURAL MARKETING SERVICE (MARKETING AGREEMENTS AND ORDERS; FRUITS, VEGETABLES, NUTS), DEPARTMENT OF AGRICULTURE

[Valencia Orange Reg. 581, Amdt. 1]

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

Amendment of Size Regulation

AGENCY: Agricultural Marketing Service.

ACTION: Final rule.

SUMMARY: This amendment lowers the minimum size requirements applicable to fresh shipments of California-Arizona Valencia oranges grown in districts 1, 2, and 3 of the production area from 2.32 inches in diameter to 2.20 inches in diameter. The amendment recognizes current and prospective market conditions for Valencia oranges and is consistent with the size composition of the crop remaining for fresh shipment.

EFFECTIVE DATE: September 15, 1978.

FOR FURTHER INFORMATION CONTACT:

Charles R. Brader, 202-447-6393.

SUPPLEMENTAL INFORMATION: *Findings.* (1) Pursuant to the amended marketing agreement, and order No. 908 (7 CFR Part 908), regulating the handling of Valencia oranges grown in Arizona and designated part of California, effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674), and upon the basis of the recommendation of the committee established under the marketing agreement and order, and upon other information, it is hereby found that the amendment of the size regulation, as hereinafter provided, will tend to effectuate the declared policy of the act.

(2) The amendment reflects the Department's appraisal of the current and prospective market conditions for Valencia oranges. Less restrictive size requirements on fresh shipments are consistent with the size composition of the crop remaining for fresh shipment.

(3) It is further found that it is impracticable and contrary to the public interest to give preliminary notice, engage in public rulemaking, and postpone the effective date until 30 days after publication in the FEDERAL REGISTER (5 U.S.C. 553), because of insufficient time between the date when information became available upon which this amendment is based and the effective date necessary to effectuate the declared policy of the act; and this amendment relieves restrictions on the handling of Valencia oranges grown in Arizona and designated part of California.

The provisions of § 908.881 (Valencia orange regulation 581; 43 FR 13492) are revised to read as follows:

§ 908.881 Valencia Orange Regulation 581.

Order. (a) During the period September 15, 1978, through January 15, 1979, no handler shall handle any Valencia oranges grown in district 1, 2, or 3 of the production area which are of a size smaller than 2.20 inches in diameter, which shall be the largest measurement at a right angle to a straight line running from the stem to the blossom end of the fruit: *Provided,* That not to exceed 5 percent, by count, of the Valencia oranges contained in any type of container may measure smaller than 2.20 inches in diameter.

(b) As used in this section, "handle," "handler," "district 1," "district 2," and "district 3" mean the same as defined in the marketing order.

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

Dated: September 15, 1978.

CHARLES R. BRADER,
Acting Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc. 78-26435 Filed 9-19-78; 8:45 am]

[4710-01]

Title 22—Foreign Relations

CHAPTER I—DEPARTMENT OF STATE

SUBCHAPTER G—INTERNATIONAL EDUCATIONAL AND CULTURAL EXCHANGE

[Dept. Reg. 108.756]

PART 64—PARTICIPATION BY FEDERAL EMPLOYEES IN CULTURAL EXCHANGE PROGRAMS OF FOREIGN GOVERNMENTS

Transfer of Departmental Regulation

AGENCY: Department of State.

ACTION: Final rule.

SUMMARY: Part 64, chapter I, of title 22 of the Code of Federal Regulations is deleted from chapter I and transferred to chapter V of title 22, Code of Federal Regulations, International Communication Agency. The educational and cultural affairs program is no longer under the jurisdiction of the Secretary of State.

EFFECTIVE DATE: September 20, 1978.

FOR FURTHER INFORMATION CONTACT:

Gladys Poticher, 202-632-7968.

SUPPLEMENTARY INFORMATION: As a result of the establishment of the International Communication Agency under Reorganization Plan No. 2 of 1977, as amended, the functions of the Department of State's Bureau of Educational and Cultural Affairs and the U.S. Information Agency were consolidated into a new International Communication Agency (ICA), effective April 1, 1978. Functions formerly vested in the Secretary of State in the cultural exchange area are now transferred to the International Communication Agency.

(22 U.S.C. 2658.)

Dated: September 8, 1978.

K. E. MALMBORG,
Assistant Legal Adviser for Management.

[FR Doc. 78-26368 Filed 9-19-78; 8:45 am]

[8230-01]

CHAPTER V—INTERNATIONAL COMMUNICATION AGENCY

PART 516—PARTICIPATION BY FEDERAL EMPLOYEES IN CULTURAL EXCHANGE PROGRAMS OF FOREIGN COUNTRIES

AGENCY: International Communication Agency.

ACTION: Final rule.

SUMMARY: This rule adds a new part regarding participation by Federal employees in cultural exchange programs of foreign countries to chapter V to reflect the transfer of functions to the International Communication Agency. The transfer was legislatively mandated by Reorganization Plan No. 2 of 1977 which provides for the transfer of the functions of the United States Information and Educational and Exchange Act of 1948, as amended, and the functions of the Mutual Educational and Cultural Exchange Act of 1961, as amended, from the Secretary of State and the President to the Director of the International Communication Agency.

EFFECTIVE DATE: September 20, 1978.

FOR FURTHER INFORMATION CONTACT:

Richard H. Swan, Assistant General Counsel, Office of General Counsel, International Communication Agency, Washington, D.C. 20547, 202-724-9220.

SUPPLEMENTARY INFORMATION: As a result of the establishment of the International Communication Agency, the functions formerly vested in, or delegated to, the Secretary of State in the cultural exchange area have been transferred or delegated to the International Communication Agency

(ICA). ICA has assumed overall responsibility for the participation by Federal employees in cultural exchange programs of foreign governments, and all related procedures.

Part 516 is added to 22 CFR chapter V to read as follows:

Sec.
516.1 Purpose.
516.2 Definitions.
516.3 Submission of application.
516.4 Contents of application.
516.5 Criteria for approval of program.
516.6 Request for further information.
516.7 Approval of application.
516.8 Obligation of employee to advise agency.
516.9 Termination of approval.
516.10 Grant not to constitute a gift.

AUTHORITY: Sec. 108A (Pub. L. 94-350, 90 Stat. 823) added to the Mutual Educational and Cultural Exchange Act, as amended, 75 Stat. 527-28, 22 U.S.C. 2451 et seq.; and under Executive Orders 11034 and 12048, as amended, Reorganization Plan No. 2 of 1977 and the Continuity Order (Continuity of Operations) of April 1, 1978 (43 FR 15371).

§ 516.1 Purpose.

This part sets forth the procedures for the application for approval of a cultural exchange program of a foreign government, so that Federal employees may participate in such program; the grant and termination of such approval; and related procedures.

§ 516.2 Definitions.

For the purpose of this part:

(a) "Federal employee" means: (1) An employee as defined by section 2105 of title 5, United States Code; (2) an individual employed by, or occupying an office or position in, the government of a territory or possession of the United States or the District of Columbia; (3) a member of a uniformed service; (4) the President and Vice President; and (5) a Member of the Senate or the House of Representatives, a Delegate from the District of Columbia in Congress, and the Resident Commissioner from Puerto Rico in Congress.

(b) A "foreign government" means a foreign government and an official agent or representative thereof; a group of governments and an official agent or representative thereof; an international organization composed of governments, and an official agent or representative thereof.

(c) A program of the "type described in section 102(a)(2)(i) of the Act" means a cultural exchange program involving "visits and interchanges between the United States and other countries of leaders, experts in fields of specialized knowledge or skill, and other influential or distinguished persons."

(d) The "purpose stated in section 101 of the Act" is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of the other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world."

(e) "Director" means the Director of the International Communication Agency.

(f) "Agency" means the International Commnication Agency.

(g) "Act" means the Mutual Educational Cultural Exchange Act of 1961, as amended (22 U.S.C. 2451 et seq.).

(h) "Member of the family or household" of a Federal employee means a relative of the employee by blood, marriage, or adoption or any person who is a resident of the household of the employee.

§ 516.3 Submission of application.

A foreign government intending to provide grants or other assistance to facilitate the participation of Federal employees in a program of cultural exchange shall submit to the Agency an application for approval of the program through its embassy, mission, or office at Washington, D.C. If there is no embassy, mission, or office at Washington, D.C., of the foreign government the application may be submitted by the home office or headquarters of the foreign government. The application shall be addressed to the director.

§ 516.4 Contents of application.

The foreign government shall provide information in the application showing that its program meets the criteria set forth in § 516.5, and shall include in such application the following:

(a) Name and description of the program and the provisions of legislation or regulation authorizing the program;

(b) Number of annual U.S. citizen participants expected, including the number of U.S. Federal employees;

(c) Average duration of stay abroad;

(d) Agency of the foreign government responsible for the program;

(e) Name and address of contact in the United States with whom communication may be made with respect to the program; in the absence of such a contact in the United States, the name and address of a contact in the home office or headquarters of the foreign government.

§ 516.5 Criteria for approval of program.

To obtain approval of its program of cultural exchanges, a foreign government is required to show that:

(a) The cultural exchange program is of the type described in section 102(a)(2)(i) of the Act;

(b) The cultural exchange program is conducted for a purpose comparable to the purpose stated in section 101 of the Act; and

(c) A grant under such program will not provide assistance with respect to any expenses incurred by or for any member of the family or household of such Federal employee.

§ 516.6 Request for further information.

The Agency may request the foreign government to supply additional information.

§ 516.7 Approval of application.

The Director shall review the application and if satisfied that the criteria of § 516.5 are met shall inform the foreign government of the approval of its program.

§ 516.8 Obligation of employee to advise agency.

Any Federal employee receiving any offer of a grant or other assistance under a cultural exchange program approved by the Director shall advise the employee's agency of such offer and shall not accept such offer unless the employee's agency states that it has no objection to such acceptance. In the case of the Agency, an employee shall advise the Associate Director for Management who may, after consultation with appropriate officials of the Agency, furnish a "no objection" statement.

§ 516.9 Termination of approval.

If at any time it appears to the Director that the purpose of a program which has been approved has been changed so that it no longer meets the criteria of § 516.5 or that the program is being misused, the Director may terminate such approval, or suspend such approval pending the supplying of additional information. However, a termination or suspension shall not affect a grant which has been made under a previously approved program.

§ 516.10 Grant not to constitute a gift.

A grant made under an approved program shall not constitute a gift for purposes of 22 CFR 10.735-203 and section 7342 of Title 5, United States Code.

It is the general policy of the International Communication Agency to

allow time for interested parties to take part in the rulemaking process.

However, the addition of the new part is administrative in nature and was mandated by law. Therefore, the rulemaking process, involving comment and public procedure, is waived, and this new part will become effective September 20, 1978.

Issued at Washington, D.C.

JOHN E. REINHARDT,
Director, International Communication Agency.

[FR Doc. 78-26369 Filed 9-19-78; 8:45 am]

[4810-25]

Title 31—Money and Finance: Treasury

SUBTITLE A—OFFICE OF THE SECRETARY OF THE TREASURY

PART 1—DISCLOSURE OF RECORDS

Amendment to Regulations

AGENCY: Treasury Department.

ACTION: Final rule.

SUMMARY: The purpose of these amendments to part 1 of the Department of the Treasury regulations is to reflect the current offices and addresses of the Internal Revenue Service which have changed due to reorganization of this constituent unit. These changes are of administrative nature and do not require prior notice or public comment.

DATE: These changes are effective immediately.

FOR FURTHER INFORMATION CONTACT:

Marcus Farbenblum, Chief, FOI Branch, Internal Revenue Service, 202-566-4441.

Part 1, subtitle A of title 31 of the Code of Federal Regulations is amended, effective immediately, by updating subpart A, appendix B and subpart C, appendix B, as follows:

1. In subpart A, appendix B, paragraphs 2, 3, and 4 are revised to read as follows:

2. *Public reading rooms.* Public reading rooms for the Internal Revenue Service are maintained at the following locations:

NATIONAL OFFICE

Mailing address: Director, Disclosure Operations Division, Internal Revenue Service, P.O. Box 388, Ben Franklin Station, Washington, D.C. 20044.
Location: 1111 Constitution Avenue NW., Room 1567, Washington, D.C. 20224.

NORTH ATLANTIC REGION

Mailing address: Freedom of Information Reading Room, Internal Revenue Service, room 1002, 90 Church Street, New York, N.Y. 10007.
Location: Same as mailing address.

MID-ATLANTIC REGION

Mailing address: Freedom of Information Reading Room, Internal Revenue Service, P.O. Box 12805, Philadelphia, Pa. 19106.
Location: Federal Office Building, 600 Arch Street.

SOUTHEAST REGION

Mailing address: Freedom of Information Reading Room, Internal Revenue Service, P.O Box 926, Atlanta, Ga. 30301.
Location: 275 Peachtree Street NE., Atlanta, Ga. 30303.

MIDWEST REGION

Mailing address: Freedom of Information Reading Room, Internal Revenue Service, 230 South Dearborn Street, Room 2896, Chicago, Ill. 60604.
Location: Same as mailing address.

CENTRAL REGION

Mailing address: Freedom of Information Reading Room, Internal Revenue Service, P.O. Box 1699, Cincinnati, Ohio 45201.
Location: Room 7106, Federal Office Building, 550 Main Street.

SOUTHWEST REGION

Mailing Address: Freedom of Information Reading Room, Internal Revenue Service, 1100 Commerce Street, Room 13E10, Dallas, Tex. 75222.
Location: Same as mailing address.

WESTERN REGION

Mailing address: Freedom of Information Reading Room, Internal Revenue Service, 450 Golden Gate Avenue, Box 36040, San Francisco, Calif. 94105.
Location: Same as mailing address.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records of the Internal Revenue Service will be made by those officials specified in 26 CFR 601.702.

4. * * *

Requests may be delivered personally to the Director of the Disclosure Division in the Office of the Chief Counsel, in the Internal Revenue Building, located at 1111 Constitution Avenue NW., Washington, D.C.

2. In subpart C, appendix B is amended as follows:

APPENDIX B [AMENDED]

a. Paragraph (d) (8) and (10) are amended by deleting "Chief, Disclosure Staff, Attention: CP:D" and "Chief, Disclosure Staff" and replacing with "Director, Disclosure Operations Division, Attention: TX:D" and "Director, Disclosure Operations Division", respectively.

b. Subparagraph (11) is amended by deleting "Chief, Disclosure Staff" and replacing with "Director, Disclosure Operations Division."

* * * * *

Dated: September 13, 1978.

WILLIAM J. BECKHAM, Jr.
Assistant Secretary (Administration).

[FR Doc. 78-26371 Filed 9-19-78; 8:45 am]

[1505-01]

Title 32—National Defense

CHAPTER VII—DEPARTMENT OF THE AIR FORCE

SUBCHAPTER C—PUBLIC RELATIONS

PART 837—SUPPORT OF NONGOVERNMENT GROUPS

Final Rule

Correction

In FR Doc. 78-22331, appearing at page 35477 in the issue of August 10, 1978, on page 35478, in the summary, in the second line, "France" should be corrected to read "Force."

[7710-12]

Title 39—Postal Service

CHAPTER I—U.S. POSTAL SERVICE

SUBCHAPTER D—ORGANIZATION AND ADMINISTRATION

PART 224—GROUPS AND DEPARTMENTS

SUBCHAPTER H—PROCUREMENT SYSTEM FOR THE U.S. POSTAL SERVICE: INTELLECTUAL PROPERTY RIGHTS OTHER THAN PATENTS

PART 602—INTELLECTUAL PROPERTY RIGHTS OTHER THAN PATENTS

Policy Concerning the Acquisition and Management of Intellectual Property Other Than Patents

AGENCY: Postal Service.

ACTION: Final rule.

SUMMARY: These regulations promulgate the Postal Service's policy concerning the acquisition and management of intellectual property (other than patents), set out the function of the Postal Service's Intellectual Property Rights Board, and describe the procedure by which requests for the use of intellectual property are processed. The information is provided to inform potential licensees and the general public.

EFFECTIVE DATE: October 20, 1978.

FOR FURTHER INFORMATION CONTACT:

William J. Jones, 202-245-4603.

SUPPLEMENTARY INFORMATION: On July 6, 1978, the Postal Service published in the FEDERAL REGISTER for

comment, 43 FR 29135, proposed amendments modifying part 224 of Title 39, Code of Federal Regulations, and adding new part 602 of that title, both dealing with the intellectual property rights (other than patents) of the Postal Service. The comment period expired on September 5, 1978; no comments were received. Accordingly, the Postal Service hereby adopts the amendments proposed without change.

SUBCHAPTER H—PROCUREMENT SYSTEM FOR THE U.S. POSTAL SERVICE: INTELLECTUAL PROPERTY RIGHTS OTHER THAN PATENTS

* * * * *

§ 224.1 [Amended]

1. Amend paragraph (c)(1) of § 224.1 by inserting immediately after the fourth sentence:

* * * * *

(c) * * *

(1) * * * It manages the Postal Service's intellectual property. * * *

2. Revise the heading of subchapter H and add new part 602 to read as follows:

Sec.
602.1 General principles.
602.2 Intellectual Property Rights Board.
602.3 Requests for use.

AUTHORITY: 39 U.S.C. 401(5).

§ 602.1 General principles.

It is the policy of the Postal Service to secure full ownership rights for its intellectual properties other than patents (hereinafter, intellectual properties) having significant economic or other business value, except when to do so would be contrary to the best interest of the Postal Service. Intellectual property rights shall be acquired and managed so as to:

(a) Promote the economic, operational, and competitive well-being of the Postal Service;

(b) Limit restrictions on the use of Postal Service intellectual property to a minimum consistent with its statutory obligations;

(c) Assure that all potential users are treated fairly;

(d) Give due regard to other relevant considerations.

§ 602.2 Intellectual Property Rights Board.

In accordance with the foregoing policy, the Postal Service Intellectual Property Rights Board, with the approval of the Assistant Postmaster General, Procurement and Supply Department, formulates the program for the management of the Postal Service's rights in intellectual property. It identifies intellectual properties in which the Postal Service should secure its rights. It receives and makes recommendations for the disposition of applications for use of Postal Service intellectual property. It periodically reviews the intellectual property rights portfolio to determine the extent of the utilization of protected properties and recommends relinquishment of ownership when it considers ownership no longer desirable. It is advised by the Office of Contracts of performance under license agreements and makes recommendations for corrective measures when necessary. In consultation with the Law Department, it recommends appropriate action against unauthorized use of intellectual property.

§ 602.3 Requests for use.

(a) Requests for the use of intellectual property shall be addressed to:

Chairman, Intellectual Property Rights Board, Office of Contracts, U.S. Postal Service, Washington, D.C. 20260.

Requests should be accompanied by sufficient information concerning the requester and the use requested to allow reasoned consideration by the Board.

(b) Each request shall be considered in a timely fashion by the Board in accordance with the policy established herein. Requests favorably considered by the Board shall be submitted to the Assistant Postmaster General, Procurement and Supply Department, for approval.

(c) Approved requests contemplating a permissive (no fee) use of the intellectual property will be evidenced by a letter of permission furnished the requester on behalf of the Board.

(d) Approved requests contemplating a contractual (fee) use of the intellectual property shall be forwarded to the Office of Contracts, Procurement and Supply Department, for the negotiation of a satisfactory license agreement.

(e) Each license agreement shall be subject to legal review.

(f) Requesters shall be promptly advised of requests which are not approved.

(39 U.S.C. 401.)

ROGER P. CRAIG,
Deputy General Counsel.

[FR Doc. 78-26411 Filed 9-19-78; 8:45 am]

[7710-12]

PART 265—RELEASE OF INFORMATION

Availability of Records

AGENCY: Postal Service.

ACTION: Final rule.

SUMMARY: This notice announces the amendment of Postal Service regulations concerning the availability to the public of Postal Service records. The Postal Service has determined that it is necessary to make three changes to 39 CFR 265.6(d). The purpose of the first change is to eliminate confusion in the field offices regarding the release of information from boxes being used for business purposes. Questions have arisen as to whether the name or address appearing on the application for release of records must be a "business" name or address. Because that point is irrelevant to the disclosure, the Postal Service is changing the word "business" to "recorded" in the first sentence of § 265.6(d)(4). The second change is necessary to provide a clarification as to the extent of information that may be disclosed. The third change provides a limited exception for law enforcement agencies to the requirement that requests for records be in writing.

EFFECTIVE DATE: September 20, 1978.

ADDRESS: Comments on these regulations are welcome and will be considered with a view toward making changes in the regulations in the future. Written comments should be directed to the Records Officer, U.S. Postal Service, Washington, D.C. 20260. Copies of all written comments received are available for public inspection and photocopying between 9 a.m. and 4 p.m., Monday through Friday, in room 3211.

FOR FURTHER INFORMATION CONTACT:

Mr. John E. Finlay, 202-245-4142.

Accordingly, the Postal Service hereby adopts the following revisions of Title 39, Code of. Federal Regulations:

In § 265.6 delete in the first sentence of paragraph (d)(4) the word "business" the first time it appears and insert the word "recorded" in lieu thereof; insert in paragraph (d)(5) immediately after the word "boxholder" the phrase "or other recorded information about the boxholder"; and add new paragraph (d)(5)(iv) to read as follows:

§ 265.6 [Amended]

* * * * *

(d) * * *
(5) * * *

(iv) A law enforcement agency, for oral requests made through the Inspection Service, but only after the Inspection Service has confirmed that the information is needed in the course of a criminal investigation. (All

other requests from law enforcement agencies should be submitted in writing to the postmaster as in paragraph (d)(5)(i) of this section.)

(39 U.S.C. 401.)

ROGER P. CRAIG,
Deputy General Counsel.

[FR Doc. 78-26412 Filed 9-19-78; 8:45 am]

[1505-01]

Title 40—Protection of Environment

CHAPTER I—ENVIRONMENTAL PROTECTION AGENCY

[FRL 947-3]

PART 2—PUBLIC INFORMATION

General Provisions; Confidential Business Information

Correction

In FR Doc. 78-25341 appearing at page 39997 in the issue for Friday, September 8, 1978, make the following changes:

(1) On page 40002, middle column, in the 12th line of § 2.301 (b)(1)(i), "* * * Act, 42 U.S.C. 7412, (b) of determining * * *" should have read "* * * Act, 42 U.S.C. 7412, (B) of determining * * *".

(2) In paragraph (c) of § 2.301, the fourth through sixth lines should have read, "* * * apply without change to information to which this section applies."

(3) In the third column of the page, in paragraph (h)(2)(ii)(A), five lines from the bottom, "* * * contractor of subcontractor * * *" should read "contractor or subcontractor * * *, and in the next to the last line, "* * * contract of subcontract * * *" should have read "* * * contract or subcontract * * *".

(4) In paragraph (h)(2)(ii)(B), in the fourth line, "* * * of subcontract from * * *" should have read "* * * or subcontract from * * *". Also, in the fifth line, "* * * contractor's of subcontractor's * * *" should have read "* * * contractor's or subcontractor's * * *".

[6560-01]

[FRL-951-8a]

PART 35—STATE AND LOCAL ASSISTANCE

Subpart F—State Management Assistance Grants

AGENCY: Environmental Protection Agency.

ACTION: Rule.

SUMMARY: This final regulation implements section 205(g) of the Federal Water Pollution Control Act, as amended by the Clean Water Act of 1977 (the Act). These regulations make funds available to States to manage the construction grants program, and, as needed, to hire qualified staff and provide training necessary to carry out delegated functions.

DATES: Effective Date: October 1, 1978. Actions taken after April 24, 1978, and before October 1, 1978, are subject to the interim final regulations published on April 25, 1978, in the FEDERAL REGISTER.

ADDRESS: Comments submitted on these regulations may be inspected at the Public Information Reference Unit, EPA Headquarters, Room 2922, Waterside Mall, 401 M Street SW., Washington, D.C., between 8 a.m. and 4:30 p.m. on business days. EPA-prepared summaries of the comments are also available.

FOR FURTHER INFORMATION CONTACT:

Mr. Albert Pelmoter, Chief, Program Policy Branch (WH-547), Environmental Protection Agency, 401 M Street SW., Washington, D.C. 20460, telephone 202-426-8902.

SUPPLEMENTARY INFORMATION: Extensive public involvement was obtained in the development of these regulations. It is described at length in the preamble to 40 CFR Part 35, Subpart E, Grants for Construction of Treatment Works, which is published as a final rule on this date in the FEDERAL REGISTER.

In drafting these regulations, substantive issues arose in connection with (1) interfacing a State's construction management assistance grants with its sections 402, 404, and 208(b)(4) programs; (2) maintaining continuity in a State construction grants program in the face of uncertain timing of Federal appropriations; and (3) satisfying public participation requirements for delegation of the construction grants program. A discussion of these topics and issues follows.

1. Interfacing of programs. Discussions of the interface between State management assistance grants and the administration of its sections 208(b)(4), 402, and 404 programs centered around three concerns. First, the need for a separate grant for managing the State's construction grants program; second, the timing of the release of 205(g) funds for administering sections 402, 404, and 208(b)(4) programs; and third, the need to maintain current levels of a State's financial support for existing water pollution control programs.

a. *Separate grants.* The thrust of this new legislative amendment is to decentralize the management of the construction grants program, i.e., to shift the management from the Federal Government has been performing this management function since the inception of the program in 1956, this shift represents a major operational change. We must insure that, in carrying out the provisions of section 205(g), the national characteristics of this program will be maintained, high standards of conduct will not be compromised and, in the long run, applicants and grantees will benefit by the removal of one layer of government from the grant approval process.

The purpose of these regulations is to implement section 205(g) of the Act and thus make funds available to States to manage the construction grants program, and, as needed, to hire qualified staff and provide training necessary to effectively carry out delegated functions.

Section 205(g)(1) of the Act authorizes the Administrator to reserve each fiscal year a sum not to exceed 2 percent of the allotment made to each State for construction grants. Sums so reserved shall be available for making grants to States under section 205(g)(2) to cover the reasonable costs of administering any aspects of the construction grants program which the Administrator delegates to a State. Section 205(g)(2) also provides that these funds may also be used to increase the amount made available to the States for administering an approved program under sections 402, 404, or 208(b)(4) of the Act and managing waste treatment construction grants for small communities. Reserved funds that are not used for making State management assistance grants by the end of the 2-year allotment period will be added to the construction grant amounts last allotted to a State and shall be immediately available for awarding grants for the construction of wastewater treatment projects.

The delegation agreement is to be the mechanism for implementation of the construction management assistance grant program and shall address both the functions to be delegated and

the State's capability to conduct those functions.

These regulations also provide that State programs funded under § 35.913 prior to April 25, 1978, may continue to be funded under that regulation through April 24, 1979, or until a construction management assistance grant is awarded to the State, whichever occurs first.

Section 205(g) funds for use in administering sections 208(b)(4), 402, and 404 programs are to be awarded in conjunction with sections 106 and 208 State grants. Amendment of these grants will facilitate use of section 205(g) funds since the basic mechanism for providing support for permit and planning activities, together with regulations governing their conduct, already exist in the sections 106 and 208 grant programs. EPA currently is amending regulations governing the sections 106 and 208 grant programs, which will be governed by new regulations in subpart G of this part. These regulations were published as proposed in the FEDERAL REGISTER on September 12, 1978 (43 FR 40742). Until published as final, references in the State management assistance grants regulations to subpart G shall be considered references to §§ 35.200 through 35.236 and 35.551 through 35.570.

b. *Timing.* The language and the legislative history of section 205(g) clearly establish that the State's management of the construction grants program is the first priority for the use of section 205(g) funds. Funds in excess of those required to manage properly the construction grants program are to be made available for administering sections 208(b)(4), 402, and 404 activities as necessary. Accordingly, these regulations provide that the award of the construction management assistance grant is a first order of priority and that funds in support of a substantial delegation would have to be made available through that grant prior to increasing section 106 and 208 grants with section 205(g) funds. Therefore, before section 205(g) moneys will be made available for section 106 or 208 grant program purposes, the level of funding required for proper management of a State's construction grants program must be determined.

However, it is important to recognize that upon receipt of section 205(g) grant funds, most States will be in a position to release section 106 grant funds which were being used to support construction grant management activities. Since these funds would be immediately available to support additional activities customarily funded under the section 106 grant (e.g., permitting, planning, etc.), plans for using the released funds should be described in the delegation agreement.

States are expected to begin negotiating delegation agreements with EPA regional officials as soon as possible so that the award of construction management assistance grants can be expedited.

c. *State level of support.* Funds provided to State under section 205(g) must not be used to reduce the level of Federal or State expenditures on water pollution control programs; rather, these funds will be used to supplement (not supplant) State funding. To do otherwise would be contrary to congressional intent. These regulations contain a provision to assure that this intent is met.

2. Continuity. In order to assure continuity in State programs from one fiscal year to the next, funds obligated under construction management assistance grants shall be available for expenditure for a period of 5 years. The grant may be amended annually as subsequent allotments are appropriated by Congress. We believe that States will have sufficient funding stability to hire, train, and maintain qualified staff under this provision regardless of the timing or amounts of future congressional appropriations.

The award of a construction management assistance grant after the execution of a delegation agreement between the State and EPA constitutes the State's obligation of the funds under the State management assistance grant for purposes of the requirements of 205(g)(1).

3. Public participation. Section 35.1033 of these regulations provides for public participation during the development, review, and approval of a new delegation agreement or modification of an existing agreement and requires public hearing to be conducted on a draft delegation agreement whenever the regional administrator determines that there is significant interest in such a hearing. States already operating under delegation agreements which are under § 35.913 must conduct a public hearing or public meeting on the first application for a construction management assistance grant. In addition, these regulations provide that any interested citizen adversely affected by a State decision or omission under a delegation agreement may appeal to the Regional Administrator for review of the State's determination.

Following publication in the FEDERAL REGISTER on April 25, 1978, EPA received formal comments on the interim State management assistance regulations. Numerous comments pertained to certain text wordings which were felt to be lacking in clarity. The text has been edited to provide necessary clarifications. Significant issues raised by other commenters are addressed below.

Two commenters felt that more specific guidance should be given to EPA regional offices for making State competency assessments. EPA has provided guidance in program operations memorandum 78-5 issued June 16, 1978.

Two commenters took issue with the use of the word "all" in the limitations on award paragraph (§ 35.1016). "The" has been substituted for the word "all" in the revised text.

A third issue pertained to the need to allow a State to contract with other organizations in the State to provide assistance programs for small communities where the State finds an organization capable of providing such service and desires to use this service. EPA concurs and the regulations have been revised to reflect this option.

A fourth comment pertained to the need for procedures clarifying the role of the States and regional office in the event of a dispute. EPA and the State recognize this need and are developing such procedures in conjunction with delegation agreements under preparation.

Other significant comments suggested the following:

a. Delete § 35.1030-3(g) which allows the regional administrator to intercede and impose a Federal oversight on a project in which he determines that an overriding Federal interest exists. This provision is needed to assure that EPA has the capability to meet its basic stewardship responsibilities under the Act. Therefore, no change was made in the regulation as proposed.

b. Change the word "shall" to "may" in connection with the requirement to hold public meetings prior to the end-of-year reviews. EPA does not feel that this should be an optional requirement. Therefore, no change was made in the regulations as proposed.

c. Remove from § 35.1045 the phrase "unilaterally amend the delegation agreement." EPA agrees. Such language was determined to be superfluous since the remainder of the sentence containing that phrase has the same effect.

d. Clarify the statement in § 35.1033(d), which provides that the State's performance of delegated functions should comply with all applicable Federal public participation requirements, because it is too general. EPA's proposed public participation regulations, which were published on August 7, 1978 (43 FR 34794) address this matter.

In these and other regulations currently under review and revision, EPA intends to include the concept of a State/EPA agreement. The agreement will provide a way for EPA Regional Administrators and States to coordinate and, to the maximum extent fea-

sible, integrate a variety of programs under the Clean Water Act, the Resource Conservation and Recovery Act, the Safe Drinking Water Act, and other laws administered by EPA. Since this subpart governs only the portion of the State/EPA Agreement relating to State management assistance grants for delegated programs under section 205(g) of the Act, other programs included in the State/EPA Agreement will be governed by the applicable provisions found elsewhere in this chapter. This regulation requires State delegation agreements to be integrated into the State/EPA Agreements. Beginning in fiscal year 1980, State programs funded under section 205(g) of the Act will be part of the State/EPA Agreement and the State/EPA Agreement must be completed before execution of the delegation.

This regulation reflects current EPA strategy to delegate to capable and willing States those functions and authorities which we think we can legally delegate under the Clean Water Act. In addition, we are actively exploring a number of other strategies for increasing the role of the States in management of the construction grants program in future years. Before implementing any new strategies, we will inform and consult with interested parties and the public.

These regulations do not impose economic costs large enough to necessitate preparation of an economic impact analysis under Executive Order 12044.

Effective Date. This subpart will be effective on October 1, 1978, unless otherwise specified in particular sections. Good cause exists for an effective date prior to 30 days after publication in the FEDERAL REGISTER because many of the requirements are made effective by the 1977 Act on October 1, 1978, and because of the need to start these interrelated requirements together to insure program continuity.

Dated: September 15, 1978.

DOUGLAS M. COSTLE,
Administrator.

40 CFR Part 35 is amended by revising subpart F to read as follows:

Subpart F—State Management Assistance Grants

Sec.
35.1000 Purpose and scope.
35.1005 Policy.
35.1010 Application for grant.
35.1015 Eligibility for funding.
35.1016 Limitations on award.
35.1020 Grant amount and award.
35.1025 Payment.
35.1030 Delegation agreement.
35.1030-1 Scope of delegation agreement.
35.1030-2 Certification procedures.
35.1030-3 Limitation upon delegation.
35.1030-4 Terms of delegation agreement.
35.1030-5 Implementation of the delegation agreement.
35.1030-6 State assurance.
35.1030-7 Regional administrator determination.
35.1030-8 Amendments.
35.1030-9 Right of review; appeal.
35.1033 Public participation.
35.1035 Adherence to budget estimates.
35.1040 Program evaluation and reporting.
35.1045 Reduction of grant amount; suspension or termination of grants.
35.1050 Disputes.

AUTHORITY.—Sec. 205(g) of the Clean Water Act, as amended, 33 U.S.C. 1251 et seq.

Subpart F—State Management Assistance Grants

§ 35.1000 Purpose and scope.

(a) These regulations establish policies and procedures for grants under section 205(g) of the Clean Water Act, as amended (the Act). That section authorizes the Administrator each fiscal year to reserve either up to 2 percent of the allotment made to each State under section 205 of the Act, or $400,000, whichever is greater, to make State management assistance grants. These regulations supplement the EPA general grant regulations in part 30, of this chapter and other requirements in this part 35.

(b) Construction management assistance grants will be awarded to States for reasonable costs of administering any elements of the construction grant program under sections 201, 203, 204, and 212 of the Act of managing waste treatment construction grants for small communities.

(c) Financial assistance to States under section 205(g) of the Act for administering the permit program under sections 402 and 404 of the Act and the statewide waste treatment management planning program under section 208(b)(4) may be provided to the States in conjunction with grants under subpart G of this part and will be administered under those regulations. Regional Administrators will coordinate the funding of construction management assistance grants with grants under subpart G of this part consistent with requirements of paragraph (d) of this section.

(d) Financial assistance will be granted under this subpart for the administration of section 402, 404, and 208(b)(4) programs under subpart G of this part only after a construction management assistance grant has been awarded to provide for the management of a substantial portion of the construction grant program as determined by the regional administrator. The amount of funds that will be made available under a section 205(g) grant for these programs will be limited to those funds remaining in the reserved portion of each State's allotment after the regional administrator's determination of the amount of grant funds reasonably necessary to provide for the management of the ultimate delegation of the construction grant program under this subpart.

§ 35.1005 Policy.

EPA's policy is to decentralize management of the wastewater treatment construction grant program to the maximum extent possible consistent with the environmental objectives of the Act and with prudent fiscal management. This is to be accomplished through formal delegation agreements between the regional administrator and those States which are capable of managing the program and are ready and willing to carry out the program within the spirit of Federal laws and policies governing its conduct. These agreements will specify the functions which the State will perform and certify to EPA, thereby preventing Federal-State duplication in the management of the construction grant program and increasing operating efficiency. The construction management assistance grant can provide compensation to States for the reasonable cost of performing the functions specified in the delegation agreement.

§ 35.1010 Application for grant.

Application for a grant shall be made on EPA Form 5700-31, Application for Federal Assistance (short form). Part III, Program Narrative Statement, will reference the delegation agreement.

§ 35.1015 Eligibility for funding.

(a) Grants may be awarded to cover the allowable costs of administering functions which are necessary to manage the construction grant program and which are identified in the delegation agreement. Funds to carry out delegated functions may be supplemented to meet costs of preparing to administer other functions which the regional administrator determines will be subsequently delegated to the grantee. An application may be made by the State water pollution control agency or another agency designated by the Governor.

(b) Construction management assistance grant funds may also be used for administering that segment of a State's construction grant program implemented without Federal assistance if the regional administrator determines that the program segment is administered consistent with subpart E of this part and this chapter.

§ 35.1016 Limitations on award.

(a) Maintenance of effort.

(1) No construction management assistance grant will be awarded in any fiscal year unless the regional administrator is satisfied that the expenditure

of non-Federal funds for recurrent expenses of its water pollution control program under section 106 of the act in that year will be at least equal to those same expenditures during fiscal year 1977. But, if the regional administrator determines that a reduction in State expenditures is attributable to a general nonselective reduction in the programs of the executive branch agencies of the State, this limitation may be waived to the extent of the general nonselective reduction.

(2) The limitation in paragraph (a)(1) of this section does not apply to a construction management assistance grant awarded in any fiscal year for which, as of April 25, 1978, a State budget for environmental protection which contains lower recurrent expenditures than those of fiscal year 1977, was (i) already adopted by the State legislature, or (ii) already formally submitted to the State legislature by the Governor, provided that the State makes no further reduction in that budget. Where this exception is used, subsequent grants awarded to the State are subject to the level of effort requirements of paragraph (a)(1) of this section.

(b) Upon award of the construction management assistance grant, unexpended section 106 funds (State and Federal) committed to activities which will be covered under the construction management assistance grant will be reprogramed. The delegation agreement shall discuss the reprograming of these funds which will occur under subpart G of this part. The regional administrator will review the reprograming for approval in accordance with priorities established by the Agency. Such funds shall be used for the:

(1) Water quality management programs under sections 208 and 303, including nonpoint source regulatory programs and dredged or fill programs under section 208(b)(4);

(2) Conduct of a continuing planning process, including waste load allocations and the update of water quality standards;

(3) Development of data required for section 305(b) reports;

(4) Conduct of section 402 activities, including program development assistance and approval, support of enforcement litigation, permitting, and compliance monitoring;

(5) Conduct of section 404 regulatory programs to control the discharge of dredged or fill material; and

(6) Conduct of other activities as may be required under section 106.

(c) In fiscal year 1979, the regional administrator and the State must develop the State/EPA agreement sufficiently before executing a delegation agreement under this subpart so that the latter will be consistent with the State/EPA agreement. Beginning in fiscal year 1980, State programs funded under section 205(g) of the Act will be part of the State/EPA agreement and the State/EPA agreement must be completed before execution of the delegation agreement.

§ 35.1020 Grant amount and award.

(a) As provided in § 35.915-1(a), the Administrator may reserve up to 2 percent of each State's fiscal year allotment for construction grants or $400,000, whichever is greater, for State management assistance grants. Within these limits, the regional administrator may award a construction management assistance grant for 100 percent of the estimated allowable cost of:

(1) Managing, or preparing to manage, under § 35.1030-5, any aspect of sections 201, 203, 204, and 212 of the act which the Administrator has delegated to the State;

(2) Obtaining and reviewing information on behalf of the regional administrator necessary for his determination under the Clean Water Act and other Federal statutes; and

(3) Performing other essential functions associated with managing the construction grant program as noted in § 35.1030-1.

(b) State programs funded under § 35.913 before April 25, 1978, may continue to be funded under that provision through April 24, 1979, or until a construction management assistance grant is awarded under these regulations, whichever occurs first.

(c) States charging fees under § 35.913, with the approval of the Administrator, may be reimbursed for efforts carried out under those agreements for the period after September 30, 1977, and before the date of award of an initial construction management assistance grant. This reimbursement is applicable only if the State demonstrates that insufficient funds were available under § 35.913 to support its delegated activities during that period.

(d) Funds for State management assistance grants may be obligated by a grant award at any time during the 2-year period in which the construction grant allotment is available for obligation.

(e) Funds from initial and subsequent construction management assistance grants which have been awarded will remain available for expenditure for a period not to exceed 5 years from the date of award of each grant.

(f) Unobligated balances in paragraph (d) of this section and unliquidated balances in paragraph (e) of this section remaining at the end of the period for which they are available will be added to the amount last allotted to a State under section 205(c) of the Act, and will be immediately available for funding the construction of treatment works in the same manner and to the same extent as the last allotment.

§ 35.1025 Payment.

Payment under construction management assistance grants will normally be made in accordance with anticipated expenditures under § 30.615 of this subchapter. Payment may be made in advance or by letter of credit, under § 30.615-1 (b) or (c), as the regional administrator determines.

§ 35.1030 Delegation agreement.

(a) A delegation agreement between the regional administrator and the State water pollution control agency, or another agency designated by the Governor, must be executed prior to the award of the initial construction management assistance grant. The grant agreement incorporates the delegation agreement. Following the end-of-year review (see § 35.1040(b)), the delegation agreement may be revised and the grant agreement amended as necessary.

(b) Notwithstanding the existence of delegation agreements previously approved under § 35.912, no construction management assistance grant will be awarded unless the regional administrator approves a new delegation agreement meeting the requirements of this subpart. The State may include in its new delegation agreement those elements of its prior agreement which the regional administrator determines will meet the requirements of this subpart.

§ 35.1030-1 Scope of delegation agreement.

(a) *Development of State capability.* The delegation agreement shall specify the State organization responsible for implementing the delegation agreement and the goals and timetable for staffing that organization to accept responsibility for the effective administration of the construction grant program.

(b) *Delegation of grant management activities.* The regional administrator may delegate to the State agency authority to review and certify grant documents required before and after grant award and to perform grant review and management activities, which may include the following:

(1) *Step 1.* Preapplication conference, plan of study, subagreements, subagreement cost analysis, infiltration/inflow analysis, facility plan, environmental assessment and related documents, public participation, relocation plans, cost-effectiveness analysis, and analysis of BPWTT and innovative and alternative wastewater treatment technology application;

(2) *Step 2.* Subagreements, subagreement cost analysis, user charge and industrial cost recovery systems, plans, and specifications for construction, preliminary plan of operation, and the plan and schedule for the Operation and Maintenance Manual;

(3) *Step 3.* Subagreements, subagreement cost analysis, bid solicitation and contract documents, contract change orders and amendments, draft and final operation and maintenance manuals, final plans of operation, interim and final inspections, sewer use ordinances, and audits.

(c) *Small community assistance.* In addition, the delegation agreement may include State authority to act as the manager of waste treatment construction grant programs of small communities. In this capacity, the State, with the approval of the community, would serve as the community's contracting agent and undertake responsibilities such as (1) negotiating and administering planning, design and construction subagreements; (2) providing technical advice (especially on cost-effective and innovative alternatives); and (3) assisting grantees in exercising their resident engineering responsibilities. Where the State finds that an organization already exists within that State which is capable of immediately performing the assistance, it may elect to enter into an annually renewable contract with that organization for the service. Contract costs will be grant eligible if plans for the contracting are set forth in the delegation agreement and the regional administrator approves the provisions of the contract in advance of its execution.

§ 35.1030-2 Certification procedures.

The State shall furnish a written certification to the regional administrator, on a project-by-project basis, stating that applicable Federal requirements within the scope of authority delegated to the State under the delegation agreement have been met. The certification must be supported by documentation specified in the delegation agreement which will be made available to the regional administrator upon his request. The regional administrator shall accept the certification unless he determines that the State has failed to adequately establish the basis for its certification or that applicable requirements have not been met.

§ 35.1030-3 Limitation on delegation.

The regional administrator shall retain responsibility and primary authority, notwithstanding the provisions of any delegation agreement, for the following:

(a) Award of step 1, step 2, step 3, and step 2+3 grant assistance and amendments;

(b) Review of projects to determine whether environmental impact statements will be required under the National Environmental Policy Act of 1969, 42 U.S.C. 4321, and the preparation and issuance of such statements or of negative declarations required by Part 6 of this chapter;

(c) Civil rights determinations, and enforcement, related to the Civil Rights Act of 1964 and Executive Order 11246 and other Federal requirements related to discrimination;

(d) Final dispute determinations under § 35.960;

(e) Determinations of protests under § 35.939(e);

(f) Resolution of construction grant audit exceptions;

(g) Determination that an overriding Federal interest exists in a particular project which requires greater Federal oversight or participation; and

(h) Final determinations under Federal statutes other than the Clean Water Act.

§ 35.1030-4 Terms of delegation agreement.

(a) The delegation agreement shall cover State activities necessary for the orderly implementation of the construction management assistance program, including:

(1) The designation and maintenance of an organizational unit within the State agency responsible for the implementation of the program;

(2) The determination of necessary staffing and the hiring and training of new personnel;

(3) The establishment of an accounting system and audit process, acceptable to the regional administrator, which will properly identify and relate State costs to the conduct of delegated functions;

(4) The scheduling for the assumption of delegated functions over the terms of the agreement;

(5) The detailed estimates of program costs for the initial year, and general estimates for succeeding years;

(6) The plan for corrrelating the implementation of the construction management assistance program with relevant activities under subpart G of this part;

(7) The proposed detailed procedures to be followed by the State in carrying out each delegated function; and

(8) The frequency, method and extent of EPA reviews.

(b) The term of the delegation agreement and the budget shall generally be 5 years. However, as subsequent construction management assistance is awarded, the term of the delegation agreement may be extended.

§ 35.1030-5 Implementation of the delegation agreement.

After the Regional Administrator approves the delegation agreement, the construction management assistance grant may be awarded. Upon receipt of the award, the State will promptly proceed to carry out the delegated functions and, as necessary, to hire staff and organize in accordance with the terms of the delegation agreement.

§ 35.1030-6 State assurance.

In the delegation agreement, the State agency will assure the Regional Administrator that in performing its management responsibilities under the delegation agreement, it will execute its responsibilities in conformance with the intent and substance of all applicable Federal laws, regulations, orders, policy issuances, and guidelines.

§ 35.1030-7 Determination of competence.

The Regional Administrator shall evaluate the State's organizational unit charged with implementing the agreement with respect to: Numbers, levels, technical expertise, and training of existing and proposed staff; management and organization; and the quality of past efforts in the construction grant program. Based on this review, the Regional Administrator shall determine the capability of the State to carry out the functions identified in the delegation agreement. Until the Regional Administrator affirmatively determines the State's capability, no delegation agreement shall be executed.

§ 35.1030-8 Amendments.

The delegation agreement may be amended at any time by mutual agreement in writing, and funding adjustments will be reflected in grant amendments.

§ 35.1030-9 Right of review; appeal.

An aggrieved applicant or grantee may request the Regional Administrator to review findings, recommendations, and certifications made and actions taken by the State agency under the delegation agreement in accordance with procedures established in or issued under the delegation agreement. The Regional Administrator may also review such findings, recommendations, certifications, and actions on his own initiative. As provided in § 35.1050, a Regional Administrator's final decision in such matters may be appealed.

§ 35.1033 Public participation.

(a) *New and revised agreements.* Public participation during the development, review, and approval of the delegation agreement shall be in accordance with the requirements of section 101(e) of the Act, Part 25 of this chapter, and this subpart.

(1) Informal consultation with members of the public shall take place while the draft delegation agreement is being negotiated. This consultation may involve any of the following:

(i) Task forces;

(ii) Public meetings;

(iii) Advisory groups;

(iv) Workshops or conferences;

(v) Contact with interested citizens and public interest groups.

(2) A copy of the draft delegation agreement shall be available and distributed to the public 45 days before its approval by EPA, together with a fact sheet adequately describing, in laymen's language, the importance of the functions being considered for delegation. If a public hearing is held, the draft agreement and fact sheet shall be available 30 days prior to the hearing. These time periods may overlap.

(3) A public hearing must be held by the Regional Administrator on a draft delegation agreement if he determines that significant public controversy or substantial interest in a public hearing exists. In a large State, hearings should be held at more than one location. The purpose of the hearing will be to determine:

(i) The adequacy of the State program for the proposed delegation; and

(ii) Any conditions that should be imposed to insure that the delegated responsibilities will be implemented in compliance with the Act and applicable regulations.

(4) Following the public hearing, EPA shall prepare a summary of major issues raised at the hearing, and the manner in which the issues were resolved. This "summary of Agency responsiveness" shall be mailed to all participants of the hearing.

(b) *Substantial amendments.* Amendments to the delegation agreement involving delegation of substantial authority (e.g., facilities planning) shall be subject to the public participation requirements of paragraph (a) of this section.

(c) *Existing delegation agreements.* States operating under former delegation agreements and charging fees under former § 35.913 as of December 27, 1977, shall be subject to the following public participation requirements:

(1) The State shall hold a public hearing or public meeting on the State's first grant application for a construction management assistance grant. A fact sheet outlining the functions already delegated and those to be delegated under the proposed agreement shall be distributed to the public 30 days prior to the public hearing. The fact sheet and the hearing should solicit public input on the adequacy of the terms of the grant and the delegation agreement.

(2) Subsequent grant applications that involve amendments to the delegation agreement which delegate substantial new functions shall also be subject to the public hearing or meeting requirements described in paragraph (c)(1) of this section.

(3) Whenever a Regional Administrator determines that the public hearing or meeting requirements described in paragraphs (c)(1) and (c)(2) of this section have been met prior to the execution of the delegation agreement, a requirement for further public meetings or hearings may be waived.

(d) *Public participation in delegated programs.* (1) The State's performance of delegated construction grant program functions and activities shall comply with all applicable Federal public participation requirements.

(2) The State must assure that the delegation agreement and the State's construction grant program provides for adequate resources, including competent personnel, to oversee public participation requirements.

(e) *Citizen request for regional administrator review.* Nothing in this subpart or the terms of the delegation agreement shall preclude interested citizens who have been adversely affected by a State agency's decision or omission under the delegation agreement to request the Regional Administrator to review or investigate the circumstances resulting in the State agency's decision or action. The regional administrator will respond promptly to written complaints and will hold a public meeting if he considers it appropriate.

§ 35.1035 Adherence to budget estimates.

(a) Grant expenditures shall be based on costs incurred in the conduct of delegated functions and in the hiring and training of staff personnel under the provisions of the delegation agreement and shall be consistent with the budget approved in the grant agreement and the terms of the delegation agreement. Other expenditures are not allowable costs.

(b) If rebudgeting of funds among program elements becomes necessary, the provisions of § 30.610 of this subchapter apply.

§ 35.1040 Program evaluation and reporting.

The regional administrator will monitor the performance of the State under the delegation agreement. In addition, each regional administrator shall review and evaluate each State delegation program as follows:

(a) *Mid-year evaluation.* Semiannually, the regional administrator will conduct reviews in order to insure that State expenditures under the construction management assistance grant are directly related to the conduct of activities and functions delegated to that State under the delegation agreement.

(b) *End-of-year review.* Annually, the Regional Administrator will conduct an evaluation with appropriate State officials to review the accomplishments of the program year, the consistency of the year's activities with the delegation agreement, and the work projected for the next program period. This evaluation will also apply to State grant programs discussed in § 35.1015(b). Upon completion of this evaluation the delegation agreement may be renewed. The renewal will reflect changes resulting from the evaluation and will be the basis for approving subsequent construction management assistance. The regional administrator shall hold a public meeting (which may be in conjunction with any other relevant State hearing or meeting), or workshop, in order to obtain public input regarding this review.

§ 35.1045 Reduction of grant amount; suspension or termination of grants.

If the regional adminstrator's evaluation of the State agency's management of the program or performance of any of the activities authorized by the delegation agreement reveals that the State agency will not achieve agreed goals or that the agency's performance is otherwise unsatisfactory, the regional administrator shall seek to achieve satisfactory performance through mutual agreement. If agreement is not reached, the regional administrator may disallow costs associated with continued performance of such activities. He may reduce the grant amount on a proportional basis or suspend or terminate the grant, in whole or in part, in accordance with § 30.915 or § 30.920 of this subchapter and any other provisions in the delegation agreement. As provided in § 35.1050 a regional administrator's final decision in such matters may be appealed.

§ 35.1050 Disputes.

The regional administrator's determinations on denials of applications for a State management assistance grant and on disputes arising under a State management assistance grant, including suspension or termination of grant assistance, shall be final and conclusive unless appealed by the applicant or grantee or State within 30 days from the date of receipt of such final determination in accordance with

the "disputes" provisions of part 30 subpart J of this subchapter.

[FR Doc. 78-26449 Filed 9-19-78; 8:45 am]

[6820-24]

Title 41—Public Contracts and Property Management

CHAPTER 101—FEDERAL PROPERTY MANAGEMENT REGULATIONS

SUBCHAPTER E—SUPPLY AND PROCUREMENT

[FPMR Amdt. E-228]

PART 101-30—FEDERAL CATALOG SYSTEM

Supply Support Requests

AGENCY: General Services Administration.

ACTION: Final rule.

SUMMARY: This regulation provides policy pertaining to supply support as a result of the revision and redesignation of GSA Form 1303, Request for Federal Cataloging/Supply Support Action, to Standard Form 1303, Request for Federal Cataloging/Supply Support Action. This amendment takes the necessary action to update the FPMR.

EFFECTIVE DATE: September 20, 1978.

FOR FURTHER INFORMATION CONTACT:

Mr. John I. Tait, Director, Regulations and Management Control Division, Office of the Executive Director, Federal Supply Service, General Services Administration, Washington, D.C. 20406, 703-557-1914.

The table of contents for part 101-30 is amended to add §§ 101-30.101-17, 101-30.101-18, 101-30.305, and 101-30.404-1 and revise 101-30.404 as follows:

Sec.
101-30.101-17 Supply support.
101-30.101-18 Supply support request.
101-30.305 Exemptions from the system.
101-30.404 Supply support.
101-30.404-1 Consolidation of supply support requests.

Subpart 101-30.1—General

Sections 101-30.101-17 and 101-30.101-18 are added as follows:

§ 101-30.101-17 Supply support.

"Supply support" means the functions performed by the supply manager to provide requesting (using) activities with a Government source and method of supply for an item; e.g., GSA stock program, Federal supply schedule program, GSA's buy-on-demand program, or GSA's authorizing an agency to purchase locally.

§ 101-30.101-18 Supply support request.

"Supply support request" means a request from an activity to a supply manager; e.g., a request to GSA to provide that activity with supply support for an item.

Subpart 101-30.3—Cataloging Items of Supply

Section 101-30.305 is added as follows:

§ 101-30.305 Exemptions from the system.

When an agency believes that the benefits of the Federal catalog system may be realized without formal participation, a request for an exemption shall be submitted to the General Services Administration (FFL), Washington, D.C. 20406. After reviewing the request for an exemption, GSA will inform the requesting agency of the decision and will provide instructions for implementation. The request for an exemption shall include, but not be limited to, the following information:

(a) Number of items repetitively procured, stored, distributed, or issued.

(b) Number of items currently used having national stock numbers.

(c) Identification system planned or in use other than the Federal catalog system.

(d) Whether procurement is centralized.

(e) Description of any catalogs published. If none, so state.

(f) Whether supply support is received from another agency including the name of the agency and category of item involved; e.g., electronics.

(g) Cost differential between submitting a request for cataloging action and identifying the item under the agency's current or planned system.

Subpart 101-30.4—Use of the Federal Catalog System

1. Section 101-30.400 is revised as follows:

§ 101-30.400 Scope of subpart.

This subpart prescribes the policies and procedures governing the dissemination of Federal catalog data, the conversion to and use of the Federal catalog system by Federal agencies, and the requesting of supply support from Government supply managers.

2. Section 101-30.404 is revised and retitled to read as follows:

§ 101-30.404 Supply support.

Civilian agencies requiring supply support on an item of supply shall request this action by preparing Standard Form 1303, Request for Federal Cataloging/Supply Support Action (illustrated at § 101-30.4901-1303), and submitting the form to the General Services Administration (FFLD), Washington, D.C. 20406. Guidance on the preparation of supply support requests is contained in the GSA Handbook, Federal Catalog System—Logistics Data (FPMR 101-30.3), issued by the Commissioner, Federal Supply Service.

3. Section 101-30.404-1 is added as follows:

§ 101-30.404-1 Consolidation of supply support requests.

Requests for supply support should be consolidated in one focal point within each agency or activity. On the basis of the total consolidated agency or activity requirement; i.e., annual demand, GSA can determine the most economical and efficient method of supply support.

(Section 205(c), 63 Stat. 390; 40 U.S.C. 486(c).)

Dated: September 6, 1978.

JAY SOLOMON,
Administrator of General Services.

[FR Doc. 78-26361 Filed 9-19-78; 8:45 am]

[7035-01]

Title 49—Transportation

CHAPTER X—INTERSTATE COMMERCE COMMISSION

SUBCHAPTER A—GENERAL RULES AND REGULATIONS

[Service Order No. 1338]

PART 1033—CAR SERVICE

Madison Railroad, Division of City of Madison Port Authority Authorized To Operate Over Tracks Formerly Operated by Madison Railway Co., Inc.

Decided September 15, 1978.

AGENCY: Interstate Commerce Commission.

ACTION: Emergency Order (Service Order No. 1338).

SUMMARY: The Madison Railway Co., Inc., has operated a line of railroad between Madison, Ind., and North Vernon, Ind., under an operating agreement with the State of Indiana. This operating agreement has been canceled, and the State has entered into an operating agreement with the Madison Railroad, Division of City of Madison Port Authority to operate this line of railroad. Service order No. 1338 authorizes the Madison Railroad, Division of City of Madison Port Authority to operate this line, pending disposition of its application

to operate as the designated operator in order to provide uninterrupted rail service to shippers on this line.

DATES: Effective 11:59 p.m., September 15, 1978. Expires 11:59 p.m., October 15, 1978.

FOR FURTHER INFORMATION CONTACT:

C. C. Robinson, Chief, Utilization and Distribution Branch, Interstate Commerce Commission, Washington, D.C. 20423, Telephone 202-275-7840, Telex 89-2742.

SUPPLEMENTARY INFORMATION: The Madison Railway Co., Inc. (MRY) has operated approximately 24 miles of railroad between Madison, Ind., and North Vernon, Ind., under an operating agreement with the State of Indiana (State). The State has terminated its operating agreement with MRY effective September 15, 1978, and has entered into an agreement with Madison Railroad, Division of City of Madison Port Authority (MRR). The operation of this line by the MRR has been authorized by State of Indiana Public Service Commission in an order dated August 29, 1978. An application seeking authority to operate as the designated operator of this line will be filed by the MRR. If service over this line is not continued, numerous shippers on the line will be left without essential railroad service.

It is the opinion of the Commission that an emergency exists requiring the operation by MRR over tracks formerly operated by MRY in the interest of the public; that notice and public procedure are impracticable and contrary to the public interest; and that good cause exists for making this order effective upon less than 30 days' notice.

It is ordered,

§ 1033.1338 Service Order 1338.

(a) *Madison Railroad, Division of City of Madison Port Authority authorized to operate over tracks formerly operated by Madison Railway Co., Inc.* The Madison Railroad, Division of City of Madison Port Authority is authorized to operate over tracks formerly operated by Madison Railway Co., Inc. (MRY), between Madison, Ind., and North Vernon, Ind., a distance of approximately 24 miles.

(b) *Application.* The provisions of this order shall apply to intrastate, interstate and foreign traffic.

(c) Nothing herein shall be considered as a prejudgment of the MRR seeking authority to operate over these aforementioned tracks.

(d) *Rates applicable.* Inasmuch as this operation by the MRR over tracks previously operated by the MRY is deemed to be due to carrier's disability, the rates applicable to traffic moved over these lines shall be the rates applicable to traffic routed to, from, or via these lines which were formerly in effect on such traffic when routed via MRY, until tariffs naming rates and routes specifically applicable via the MRR become effective.

(e) In transporting traffic over these lines, the MRR and all other common carriers involved shall proceed even though no contracts, agreements, or arrangements now exist between them with reference to the divisions of the rates of transportation applicable to that traffic. Divisions shall be, during the time this order remains in force, those voluntarily agreed upon by and between the carriers; or upon failure of the carriers to so agree, the divisions shall be those hereafter fixed by the Commission in accordance with pertinent authority conferred upon it by the Interstate Commerce Act.

(f) *Effective date.* This order shall become effective at 11:59 p.m., September 15, 1978.

(g) *Expiration date.* The provisions of this order shall expire at 11:59 p.m., October 15, 1978, unless otherwise modified, changed or suspended by order of this Commission.

(49 U.S.C. 1 (10-17).)

A copy of this order shall be served upon the Association of American Railroads, Car Service Division, as agent of the railroads subscribing to the car service and car hire agreement under the terms of that agreement and upon the American Short Line Railroad Association. Notice of this order shall be given to the general public by depositing a copy in the Office of the Secretary of the Commission at Washington, D.C., and by filing a copy with the Director, Office of the Federal Register.

By the Commission, Railroad Service Board, members Joel E. Burns, Robert S. Turkington, and John R. Michael.

H. G. Homme, Jr.,
Acting Secretary.

[FR Doc. 78-26436 Filed 9-19-78; 8:45 am]

[4310-55]

Title 50—Wildlife and Fisheries

CHAPTER I—U.S. FISH AND WILDLIFE SERVICE, DEPARTMENT OF THE INTERIOR

PART 32—HUNTING

Opening of Certain National Wildlife Refuges in Arizona, California, New Mexico, Oklahoma, and Texas

AGENCY: U.S. Fish and Wildlife Service, Department of the Interior.

ACTION: Special regulations.

SUMMARY: The Director has determined that the opening to hunting of certain national wildlife refuges in the States of Arizona, California, New Mexico, Oklahoma, and Texas is compatible with the objectives for which these areas were established, will utilize a renewable national resource, and will provide additional recreational opportunity to the public. This document establishes special regulations effective for the upcoming hunting season for hunting deer, desert bighorn sheep, and wapiti (elk).

EFFECTIVE DATES: September 20, 1978, through December 31, 1978.

FOR FURTHER INFORMATION CONTACT:

The refuge manager at the address or telephone number listed below in the body of these special regulations.

General Conditions

Hunting on portions of the following refuges shall be in accordance with applicable State and Federal regulations. Portions of refuges which are open to big game hunting are designated by signs and/or delineated on maps. Special conditions applying to individual refuges are listed on hunting leaflets available at the individual refuge headquarters. Vehicular travel is restricted to designated roads and trails.

§ 32.32 Special regulations; big game; for individual wildlife refuge areas.

Listed big game species may be hunted on the following refuges:

Arizona

Cabeza Prieta National Wildlife Refuge, P.O. Box 418, Ajo, Ariz. 85321, telephone 602-387-6483, desert bighorn sheep; and Havasu National Wildlife Refuge, P.O. Box A, Needles, Calif. 92363, telephone 714-326-3853, desert bighorn sheep; and Kofa National Wildlife Refuge, P.O. Box 1032, Yuma, Ariz. 85464, telephone 602-261-2619, mule deer and desert bighorn sheep.

Special conditions (Cabeza Prieta, Havasu, and Kofa Refuges): (1) Hunting of mule deer and/or desert bighorn sheep is permitted but only by those holding a valid permit from the Arizona Game and Fish Department for the species being hunted. The permit must be for the period (season) and area being hunted. (2) Possession or transportation of a loaded firearm or strung bow within or on any motorized vehicle or its attachments is prohibited. A loaded firearm means any firearm containing any cartridge or ammunition in its chamber, magazine, or clip. (3) Possession or transportation of an uncased firearm within or

on any motorized vehicle or its attachments is prohibited. An uncased firearm means any firearm not encased in a holster, scabbard, or gun case (soft or hard). (4) Possession of weapons is permitted only by those legally hunting on the refuge and weapons are restricted to those legal for use in the permitted hunt being engaged in by a particular hunter.

ARIZONA AND CALIFORNIA

Cibola National Wildlife Refuge, P.O. Box AP, Blythe, Calif. 92225, telephone 714-922-4433, mule deer (archery and gun seasons).

Special conditions: (1) Hunting is prohibited within one-fourth (¼) mile of any occupied dwelling or 250 yards of any field farmworker. (2) Possession of handguns and/or rimfire firearms is prohibited. Rifled firearms of legal caliber for hunting deer may be possessed on the refuge but only during the legal "gun" deer hunting season. (3) Shotguns of legal bore may be possessed on the refuge but only for use in hunting small game, dove, and migratory waterfowl during legal seasons for these species. Possession of shot shells loaded with shot of greater than size "BB" is prohibited.

Imperial National Wildlife Refuge, Box 2217, Martinez Lake, Ariz. 85364, telephone 602-783-3400, mule deer (gun seasons only; there will be no archery deer season on this refuge).

Special condition: (1) Except as provided under the special regulations covering the hunting of small game, doves, and migratory waterfowl on the Imperial National Wildlife Refuge, possession of any firearms other than a legal deer hunting firearm, as defined by State hunting regulations, is prohibited. Legal deer hunting firearms may be possessed on the refuge only during legal "gun" deer hunting seasons.

NEW MEXICO

Bitter Lake National Wildlife Refuge, P.O. Box 7, Roswell, N. Mex. 88201, telephone 505-622-6755, mule deer.

Special condition: (1) Vehicles are not permitted in the wilderness area; otherwise, vehicles are restricted to established roads and trails.

Bosque del Apache National Wildlife Refuge, P.O. Box 1246, Socorro, N. Mex. 87801, telephone 505-835-1828, mule deer.

Special conditions: (1) Only the State stratified modern firearms deer season will be opened on the refuge. (2) All hunters must leave the refuge by one (1) hour after sunset. (3) Overnight camping is prohibited. (4) Center-fire rifles chambered for a center-fire cartridge are the only legal weapons for the hunt. (5) Hunting and retrieval of kill must be by foot. The use of horses on the refuge is prohibited.

San Andres National Wildlife Refuge, care of Bosque del Apache National Wildlife Refuge, P.O. Box 1246, Socorro, N. Mex. 87801, telephone 505-835-1828, mule deer and desert bighorn sheep.

Special conditions: (1) Hunting of mule deer and/or desert bighorn sheep is permitted but only by those holding a valid permit from the New Mexico Department of Game and Fish for the species being hunted and for the special refuge hunt. (2) Hunters must check into the area in accordance with instructions from the department of game and fish and/or the refuge manager. (3) No entry into the hunting area from the west will be permitted north of the Rope Springs road. Hunters will not be permitted to enter the hunting area from the east side of the San Andres Reguge except at the discretion of officers in charge. (4) Officers-in-charge may restrict the numbers of hunters entering any particular local area. If required by the military firing schedule, hunters will be cleared from all areas where their safety is endangered. (5) Each hunting party will camp within an assigned area and within 100 feet of the road.

OKLAHOMA

Salt Plains National Wildlife Refuge, Route 1, Box 49, Jet, Okla. 73749, telephone 405-626-4794, white-tailed deer.

Special conditions: (1) An archery hunt, a primitive rifle hunt, and a modern gun hunt for deer will be conducted on the Salt Plains Refuge, with participants to be selected by the Oklahoma Department of Wildlife Conservation through its application-special permit system. (2) Permitted hunters must check in at the refuge office prior to entering the assigned hunting area and must check out at the refuge office upon leaving the area. (3) Shooting hours on the refuge will end each day at sunset.

Tishomingo National Wildlife Refuge, P.O. Box 248, Tishomingo, Okla. 73460, telephone 405-371-2402, white-tailed deer.

Special conditions: (1) The open season for archery deer (either sex) hunting on the Tishomingo Wildlife Management Unit (all zones) extends from October 14 through November 5, 1978, inclusive. No special permits are required. The management unit will be closed to all other public use during the archery deer hunt. (2) The open season for gun deer (antlerless only) hunting on the Tishomingo Wildlife Management Unit (all zones) extends from November 13 through November 14, 1978, inclusive. Hunting will be by Oklahoma Department of Wildlife Conservation special permit only. The management unit will be closed to all other public use during the gun deer hunt. (3) The open season for gun deer (antlerless only) hunting on Tishomingo National Wildlife Refuge extends from November 13 through November 14, 1978, inclusive. Hunting will be by Oklahoma Department of Wildlife Conservation special permit only. Hunters will be assigned hunt areas within the area of the refuge open to deer hunting. Hunters holding permits to hunt in an area accessible only by boat will furnish their own boat transportation and will depart from Nida Point boat ramp on the morning of each hunt day. The Tishomingo National Wildlife Refuge will be closed to all other public use on November 13 and 14, 1978. (4) Hunters, upon entering or leaving, shall report at designated checking stations as may be established for the regulation of hunting activities and shall furnish information pertaining to their hunting, as required.

Wichita Mountains Wildlife Refuge, P.O. Box 448, Cache, Okla. 73527, telephone 405-429-3222, wapiti (elk).

Special conditions: (1) Hunting of wapiti (elk) is permitted on the Wichita Refuge but only by those holding a valid permit from the Oklahoma Department of Wildlife Conservation for this special hunt. (2) Except as provided in special condition (3) below, the applicable portions of the Quanah-Elk Mountain Unit will be closed to all public use except elk hunting during the hunt period. (3) Authorized hunters may retain approved, unloaded hunting rifles and camp overnight (in Camp Doris only) during the period when the Quanah-Elk Mountain Unit is closed to all other public use. Such camping hunters may be accompanied by, but not to exceed, one (1) camping companion who will be confined to Camp Doris or refuge headquarters during the hunt period unless authorized by the refuge manager or his agent to assist with the removal of game. (4) Authorized hunters will comply with all official written refuge rules and regulations issued at mandatory hunter briefings. Violation of any of these rules or regulations or of any Federal or State hunting law will terminate the hunt of the person(s) so involved.

TEXAS

Aransas National Wildlife Refuge, P.O. Box 68, Austwell, Tex. 77950, telephone 512-286-3559, white-tailed deer and feral hogs.

Special conditions: (1) Archery hunting of white-tailed deer and feral hogs is permitted on the Aransas Refuge during the following periods: September 21 through September 25, September 29 through October 2, and October

6 through October 8, all in calendar year 1978. (2) The bag limit per hunter for the total season (three segments) is three (3) deer of either sex but not to include more than two (2) buck deer. There is no limit as to the number of feral hogs that may be taken. (3) All hunters must check in and out of the hunt area at the refuge entrance on Texas Farm Road 2040. (4) A valid 1978-79 Texas hunting license is required of each participant. A current State archery tag is also required. (5) All hunting arrows must bear, in a non-water-soluble medium, the name and address of the user. (6) No target, field, or practice arrows are permitted on the refuge. (7) No deer may be removed from the refuge without a metal transportation seal being attached to the carcass by a refuge officer. (8) In the event of the arrival of whooping cranes, the refuge or any portion thereof may be immediately closed to hunting.

Laguna Atascosa National Wildlife Refuge, P.O. Box 2683, Harlingen, Tex. 78550, telephone 512-423-8328, white-tailed deer.

Special conditions: (1) Archery hunting of white-tailed deer is permitted on the Laguna Atascosa National Wildlife Refuge from 30 minutes before sunrise until 2 p.m. d.s.t. during the period of October 1 through October 15, 1978. (2) Only longbows and arrows legal for use in taking deer may be possessed on the refuge. All other weapons are prohibited. (3) The bag limit per person for the season is two (2) deer of either sex. (4) Hunters must check in and out each day of the hunt at the Laguna Atascosa Hunter Check Station, which will be open from 5 a.m. until 2 p.m. daily during the hunt. Required permits will be issued and collected at this point. Failure to check out will result in the loss of future hunting privileges. (5) Any game taken in the hunt must be checked out of the refuge at the hunter check station. (6) Vehicles will not be permitted off designated refuge tour roads. (7) Archery equipment must be left at the check station prior to trailing wounded deer into closed areas or prior to any trailing of wounded game after 2 p.m. (8) The use of horses and/or dogs is not permitted. (9) The construction of permanent blinds is not permitted. (10) Hunters under 16 years of age must be accompanied by an adult 21 years of age or older.

NOTE.—The Fish and Wildlife Service has determined that this document does not contain a major proposal requiring preparation of an economic impact statement under Executive Order 11949 and OMB Circular A-107.

The primary author of this document is Joshua J. Harman, Albuquerque Regional Office, telephone 505-766-2036.

GORDON H. HANSEN,
Acting Regional Director,
Albuquerque, N. Mex.

SEPTEMBER 12, 1978.

[FR Doc. 78-26362 Filed 9-19-78; 8:45 am]

[4310-55]

PART 32—HUNTING

Opening of Swanquarter National Wildlife Refuge, N.C., to Hunting

AGENCY: Fish and Wildlife Service, Interior.

ACTION: Special regulations.

SUMMARY: The Director has determined that the opening of hunting on Swanquarter National Wildlife Refuge is compatible with the objectives for which the area was established, will utilize a renewable natural resource, and will provide additional recreational opportunity to the public.

DATES: December 6, 1978 through January 20, 1979.

FOR FURTHER INFORMATION CONTACT:

Steven W. Frick, Refuge Manager, Mattamuskeet National Wildlife Refuge, Route 1, Box N-2, Swanquarter, N.C. 27885, telephone 919-926-4021.

SUPPLEMENTARY INFORMATION:

§ 32.12 Special regulations; migratory game birds; for individual wildlife refuge areas.

Hunting is permitted on the Swanquarter National Wildlife Refuge, N.C., only on the areas designated by signs as being open to hunting. These areas comprising 7,055 acres are delineated on maps available at the refuge headquarters and from the office of the Area Manager, U.S. Fish and Wildlife Service, Room 279, Federal Building, Asheville, N.C. 28801. Hunting shall be in accordance with all applicable State regulations subject to the following conditions:

(1) A refuge hunt permit will be required of everyone, regardless of age, wishing to hunt the refuge.

(2) Only ducks and coots may be taken in accordance with State and Federal regulations. Shooting of swans, geese, canvasbacks, redheads, or other wildlife is prohibited.

(3) Hunting is restricted to steel shot shells. No lead or other toxic shell will be permitted in the hunting area.

(4) Hunting season: December 6, 1978 through January 20, 1979.

(5) Shooting hours: One-half hour before sunrise until sunset. Hunters may enter hunting area 1 hour prior to legal shooting time and must be out of the area 1 hour after legal shooting time.

(6) All guns must be encased and/or dismantled while traveling within the refuge.

(7) No permanent or seasonal blinds will be allowed on the hunt area. Temporary blinds, carried in and out daily, or made of native vegetation are permissible.

(8) Hunters are not permitted to hunt from floating or beached water crafts.

(9) Hunters will not be permitted to hunt closer than 100 yards apart.

(10) The use of retrievers is permissible and encouraged, but dogs must be under firm control at all times.

(11) Hunters under the age of 16 must be under close supervision of an adult. For safety reasons, the ratio should be one adult to one juvenile, but in no case should one adult have more than two juveniles under his/her supervision.

The provisions of this special regulation supplement the regulations which govern hunting on wildlife refuge areas generally which are set forth in Title 50, Code of Federal Regulations, Part 32. The public is invited to offer suggestions and comments at any time.

NOTE.—The U.S. Fish and Wildlife Service has determined that this document does not contain a major proposal requiring preparation of an economic impact statement under Executive Order 11949 and OMB Circular A-107.

Dated: September 12, 1978.

WILLIAM C. HICKLING,
Area Manager.

[FR Doc. 78-26420 Filed 9-19-78; 8:45 am]

proposed rules

This section of the FEDERAL REGISTER contains notices to the public of the proposed issuance of rules and regulations. The purpose of these notices is to give interested persons an opportunity to participate in the rule making prior to the adoption of the final rules.

[4210-01]

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Federal Insurance Administration

[24 CFR Part 1917]

[Docket No. FI-4484]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determinations for the City of Patterson, Stanislaus County, Calif.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Patterson, Stanislaus County, Calif. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at City Hall, 344 West Las Palmas Avenue, Patterson, Calif. Send comments to: Mr. Jack Osteen, City Manager, City of Patterson, P.O. Box 667, Patterson, Calif. 95363.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Patterson, Calif, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Lateral D Canal.....	Intersection of Northmead Way and North 3d St.	97
	Intersection of North 2d St. and J St.	97

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26118 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4485]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for The Town of Jamestown, Boulder County, Colo.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Jamestown, Boulder County, Colo. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Clerk's Office, Town Hall, Main Street, Jamestown, Colo. Send comments to: Hon. Robert Godsoe, Mayor, town of Jamestown, Box 273, Jamestown, Colo. 80455.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Jamestown, Colo., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter require-

ments on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
James Creek	13th St.—30 ft*	6881
	Main St.—20 ft*	6912
	Road—20 ft*	6938
Little James Creek	Ward St.—70 ft*	6977
	Main St.—20 ft*	7168
Unnamed Tributary to Little James Creek.	100 ft upstream of confluence with Little James Creek.	7261
	500 ft upstream of confluence with Little James Creek.	7311

*Upstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26119 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4486]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Lafayette, Boulder County, Colo.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Lafayette, Boulder County, Colo.

These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at City Hall, 201 East Simpson, Lafayette, Colo. Send comments to: Hon. Roy Roberts, Mayor, city of Lafayette, City Hall, 201 East Simpson, Lafayette, Colo. 80026.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Lafayette, Colo., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Coal Creek	South 120th St.—50 ft*	5142
	Burlington Northern RR.—100 ft*.	5147
Rock Creek	South 120th St.—at centerline.	5152

* Upstream from centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26120 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4487]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determinations for the Town of East Hartford, Hartford County, Conn.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of East Hartford, Hartford County, Conn. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Hall, 740 Main Street, East Hartford, Conn. Send comments to: The Honorable Richard Balckstone, Mayor, Town of East Hartford, Town Hall, 740 Main Street, East Hartford, Conn. 06108.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of East Hartford, Conn., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980,

which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Connecticut River.	At southern corporate limit.	29
	At northern corporate limit.	31
Burnham Brook....	At northern corporate limit.	31
	Just downstream of King St.	31
	50 ft upstream of King St.	33
	800 ft upstream of King St.	34
	260 ft downstream of U.S. Route 5.	37
	100 ft upstream of U.S. Route 5.	41
	40 ft downstream of the ConRail bridge.	42
	Just upstream of ConRail bridge.	46
	2,900 ft downstream of University Ave.	50
	Just upstream of bridge, 1,100 ft downstream of University Ave.	58
	Just upstream of University Ave.	61
	Just upstream of Alps Dr.	66
	Just upstream of Yale Rd.	68
	1,450 ft upstream of Yale Rd.	70
	2,300 ft upstream of Yale Rd.	79
Hockanum River...	Mouth at Connecticut River.	29
	Just upstream of dam, 425 ft downstream of Forbes St.	38
	Just upstream of dam, 50 ft downstream of Forbes St.	50
	Just upstream of dam, 500 ft upstream of Forbes St.	60
	Just upstream of Scotland Rd.	63
	Just upstream of footbridge, 1,250 ft downstream of Walnut St.	64
	Just upstream of Walnut St.	66
	Just upstream of dam, 2,000 ft upstream of Walnut St.	73
	3,450 ft upstream of Walnut St.	73
Pewterpot River....	Mouth at Keeney Cove ..	29
	At Glastonbury-East Hartford Expressway.	32
	At bridge, 200 ft upstream of Brewer St.	35
	3,250 ft upstream of Brewer St.	38
	260 ft downstream of south branch confluence.	43
	At confluence of south branch.	49
	850 ft upstream of south branch confluence.	49
	900 ft downstream of Forbes St.	53
	130 ft downstream of Forbes St.	55
	Just upstream of Forbes St.	59
	770 ft upstream of Forbes St.	59
	Just upstream of bridge, 2,250 ft upstream of Forbes St.	66
	4,100 ft upstream of Forbes St.	68
Willow Brook.....	Mouth at Connecticut River.	29
	Just upstream of dam, 1,150 ft upstream of Main St.	33
	At downstream end of the Pratt & Whitney Aircraft Corp. culvert.	33
	At the upstream end of the Pratt & Whitney Aircraft Corp. culvert.	44
	Just upstream of the Rentschler Field culvert.	46
	Just upstream of Silver Lane.	48
	At the downstream end of Cumberland Dr. culvert.	49
	Just downstream of the footbridge, 340 ft upstream of Cumberland Dr.	50
	Just upstream of the footbridge, 550 ft downstream of Ginger Lane.	53
	Just downstream of the Willow Brook diversion structure.	55
	800 ft upstream of the Willow Brook diversion strucutre.	57
	100 ft downstream of the shopping center access road.	59
	Just upstream of the shopping center access road.	63
	Just upstream of Forbes St.	72
	1,100 ft upstream of Forbes St.	76
Porter Brook.....	At the downstream corporate limits.	28
	475 ft downstream of Forbes St.	29
	Confluence of Hills Pond Branch.	42
	1,200 ft upstream of Forbes St.	43
	1,750 ft downstream of Hill St.	45
	900 ft downstream of Hill St.	49
	Just upstream of Hill St.	53
	4,780 ft upstream of Hill St.	58
	2,150 ft downstream of Farnham Dr. branch confluence.	61
	Just upstream of Farnham Dr. branch confluence.	70
Hills Pond Brook ..	Mouth at Porter Brook ..	42
	1,250 ft downstream of the culvert near Gourman Park.	45
	Just upstream of the culvert near Gourman Park.	55
	600 ft upstream of the culvert near Gourman Park.	55
Farnham Dr. Branch.	Mouth at Porter Brook ..	70
	1,150 ft upstream of the mouth at Porter Brook.	76
	Downstream end of the Mulcahy Dr. culvert.	82
	Just upstream of Oak St	101
	800 ft upstream of Oak St.	101
South Branch.....	Mouth at Pewterpot River.	49
	Just upstream of Roxbury Rd.	52
	Just upstream of Forbes St.	58
	1,500 ft upstream of Forbes St.	59
	Just upstream of dam, 1,150 ft downstream of Brewer St.	73
	Just upstream of Brewer St.	80
	Just upstream of bridge, 800 ft upstream of Brewer St.	84
	Just upstream of of footbridge, 500 ft downstream of Grande Rd.	90
	Just upstream of Grande Rd.	98
	Just upstream of bridge, 500 ft downstream of Oak St.	101
	130 ft downstream of Oak St.	103
	Just upstream of Oak St	114
	600 ft upstream of Oak St.	114

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26121 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4488]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Naples, Collier County, Fla.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Naples, Collier County, Fla. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at City Hall, 735 Eighth Street, South Naples, Fla. Send comments to: Mr. George Patterson, City Manager, City of Naples, City Hall, 735 Eight Street, South, Naples, Fla. 33940.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Naples, Fla., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Gulf of Mixico.....	Neopolitan Way (entire street).	12
	Crayton Rd. between Harbour Dr. and Mooring Line Dr.	12
	Coral Dr. (entire street).	11
	Admiralty Parade East (entire street).	11
	18th Ave. South between 4th St. and 8th St.	10
	8th St. between 12th Ave. South and 8th Ave. South.	9

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26122 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4489]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Mullan, Shoshone County, Idaho

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Mullan, Shoshone County, Idaho. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at City Hall, Mullan, Idaho. Send comments to: Hon. Lonnie Greer, Mayor, City of Mullan, P.O. Box 475, Mullan, Idaho 83846.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Mullan, Idaho, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
South Fork Coeur d'Alene River.	River St. (downstream crossing)—10 ft*.	3,235
	5th St.—100 ft*.....	3,261

*Upstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's dele-

gation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26123 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4490]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for Shoshone County, Idaho

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in Shoshone County, Idaho. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at County Commissioner Office, Wallace, Idaho. Send comments to: Mr. Darryl Petersen, Chairman, Shoshone County Commissioners, P.O. Box 1049, Wallace, Idaho 83873.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for Shoshone County, Idaho, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Bear Creek	100 ft upstream of confluence with St. Joe River.	2,182
	Unnamed road—10 ft*	2,185
	Unnamed road—20 ft**	2,189
Beaver Creek	Cedar Creek Rd.—50 ft**.	2,380
Big Creek	1st crossing access road—50 ft**.	2,571
	1st crossing Big Creek Rd.—50 ft**.	2,588
	2d crossing access road—50 ft**.	2,604
	2d crossing Big Creek Rd.—50 ft**.	2,612
	Diversion Dam—40 ft*	2,678
	Diversion Dam—20 ft**	2,684
Canyon Creek	1st crossing access road—80 ft**.	2,784
	2d crossing access road—60 ft**.	2,967
	Railroad—20 ft**	3,069
Coeur d'Alene River.	300 ft upstream of County Line.	2,150
	Union Pacific RR.—50 ft**.	2,173
	1st crossing County Rd.—100 ft**.	2,179
	2d crossing County Rd.—50 ft**.	2,201
	3d crossing County Rd.—50 ft**.	2,342
	4th crossing County Rd.—50 ft**.	2,376
	5th crossing County Rd.—100 ft**.	2,391
Eagle Creek	Unnamed road—50 ft**	2,534
French Gulch	I-90—100 ft**	2,161
	U.S. Highway 10—20 ft**.	2,164
	1st crossing driveway—80 ft**.	2,183
	2d crossing driveway—60 ft**.	2,187
	3d crossing driveway—20 ft**.	2,193
	4th crossing driveway—20 ft**.	2,209
	5th crossing driveway—20 ft**.	2,216
North Fork Coeur d'Alene River.	Unnamed road—20 ft**	2,200
Pine Creek	Union Pacific RR. bridge—50 ft*.	2,187
	Union Pacific RR. bridge—50 ft**.	2,195
	I-90 bridge—20 ft**	2,198
	Ohio Ave. bridge—50 ft**.	2,244
	1st crossing Pine Creek Rd.—40 ft*.	2,285
	1st crossing Pine Creek Rd.—30 ft**.	2,290
	2d crossing Pine Creek Rd.—20 ft*.	2,312
	2d crossing Pine Creek Rd.—30 ft**.	2,316
	3d crossing Pine Creek Rd.—100 ft**.	2,329
	4th crossing Pine Creek Rd.—30 ft*.	2,361
	4th crossing Pine Creek Rd.—20 ft**.	2,365
	5th crossing Pine Creek Rd.—20 ft*.	2,380
	5th crossing Pine Creek Rd.—30 ft**.	2,384
	6th crossing Pine Creek Rd.—100 ft**.	2,394
	Ross Gulch Rd.—50 ft**.	2,433
	7th crossing Pine Creek Rd.—80 ft**.	2,548
Placer Creek	1st crossing driveway—20 ft**.	2,793
	4th crossing driveway—20 ft**.	2,800
	Placer Creek Rd.—20 ft**.	2,841
Prichard Creek	500 ft upstream of confluence with Eagle Creek.	2,535
South Fork Coeur d'Alene.	200 ft upstream of confluence with Pine Creek.	2,188
	County bridge—100 ft*	2,226
	County bridge—50 ft**	2,231
	Elizabeth Park Rd.—50 ft**.	2,344
	Big Creek Rd.—50 ft**	2,406
	1st crossing I-90—20 ft**	2,441
	Terror Gulch Rd.—50 ft**.	2,462
	Two Mile Creek Rd.—100 ft*.	2,503
	Two Mile Creek Rd.—50 ft**.	2,509
	Nuckols Gulch Rd.—50 ft**.	2,563
	2d crossing I-90—50 ft**.	2,610
	Revenue Gulch Rd.—80 ft**.	2,633
	3d crossing I-90—50 ft**.	2,645
	Private Drive—50 ft**	2,665
	1st crossing Union Pacific RR.—50 ft**.	2,699
	1st crossing access road—50 ft**.	2,706
	4th crossing I-90—60 ft**.	2,825
	5th crossing I-90—50 ft**.	3,179
	6th crossing I-90—50 ft**.	3,299
	2d crossing access road—20 ft**.	3,322
	U.S. Highway 10—50 ft**.	3,345
	South Fork Rd.—30 ft*	3,377
	South Fork Rd.—50 ft**.	3,385
	Service road—50 ft**	3,451
St. Joe River	440 ft upstream of confluence with Bear Creek.	2,183

* Downstream of centerline.
** Upstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33

FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26124 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4491]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Decatur, Macon County, Ill.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Decatur, Macon County, Ill. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the City Clerk's Office in the City Hall, Decatur, Ill. Send comments to: Hon. Elmer Walton, Mayor of Decatur, 707 East Wood Street, Decatur, Ill. 62523.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Decatur, Macon County, Ill., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Sangamon River	Confluence of Stevens Creek.	605
	A. E. Staley Bridge	619
	Nesbitt Bridge (upstream).	625
Stevens Creek	West Main St	604
	Westlawn Ave	620
	Mound Rd	628
	Interstate 72	645
Spring Creek	Hill Ave. (downstream)	624
	Monroe St	632
	Neeley Ave	648
	Timber Beam Bridge	650
	Interstate 72	665
Big Creek	Lake Decatur	619
	Baltimore Ave. (upstream).	623
	State Route 121	624
Tributary No. 1	Lost Bridge Rd	623
	Upstream study limits	638
Tributary No. 2	Lake Ridge Ave. (upstream).	623
Tributary No. 3	Concrete slab bridge	620
Tributary No. 4	Private road	629
Tributary No. 5	Mound Rd	660

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 1, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26125 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4492]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Village of Golf, Cook County, Ill.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the village of Golf, Cook County, Ill. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Village Hall, 1 Briar Road, Golf, Ill. Send comments to: The Honorable Alan J. Helverson, Village President, Village of Golf, Village Hall, 1 Briar Road, Golf, Ill. 60029.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the Village of Golf, Ill., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The communit-

may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
West Fork, North Branch, Chicago River.	South corporate limits ...	623
	North corporate limits ...	624

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26126 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4493]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Harvard, McHenry County, Ill.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Harvard, McHenry County, Ill. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the City Hall, Harvard, Ill. Send comments to: The Honorable William R. LeFew, Mayor, City of Harvard, City Hall, 201 West Front Street, Harvard, Ill. 60033.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Harvard, Ill., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a)).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Mokeler Creek.....	1,450 ft downstream of Route 173 at western corporate limit.	911
	400 ft downstream of Route 173 at sewage disposal pond.	914
	660 ft downstream of Eastmann St.	917
	60 ft upstream of Eastmann St.	921
	Just downstream of Marengo Parkway.	923
	130 ft upstream of Marengo Parkway.	924
	100 ft upstream of Route 173, second crossing.	928
	50 ft upstream of U.S. Route 14.	930
	50 ft downstream of Jefferson St.	931
	70 ft upstream of Jefferson St.	933
	200 ft downstream of Chicago & Northwestern RR.	935
	75 ft upstream of Chicago & Northwestern RR.	937
	120 ft. downstream of Kennedy Dr. (eastern Corporate limits).	937

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: Septermber 6, 1978.

GLORIA N. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26127 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4494]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Watseka, Iroquois County, Ill.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Watseka, Iroquois County, Ill. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the City Hall, Watseka, Ill. Send comments to: Hon. Ernest Grove, Mayor of Watseka, 228 East Walnut, Watseka, Ill. 60970.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street

SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Watseka, Iroquois County, Ill., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Iroquois River	At the confluence of Sugar Creek.	624
	At the upstream corporate limits.	624
Sugar Creek	At the confluence with Iroquois River.	624
	Lafayette St. (upstream)	624
	Corporate limits (1,700 ft upstream of Lafayette St.).	625
	Corporate limits (5,900 ft upstream of Lafayette St.).	628
	Corporate limits (11,200 ft upstream of Lafayette St.).	629
	Corporate limits (23,500 ft upstream of Lafayette St.).	632
	Corporate limits (26,150 ft upstream of Lafayette St.).	632

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26128 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4495]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of North Newton, Harvey County, Kans.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of North Newton, Harvey County, Kans. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the City Hall, North Newton, Kans. Send comments to: The Honorable Hartzel Schmidt, Mayor, City of North Newton, City Hall, North Newton, Kans. 64114.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of North Newton, Kans., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Sand Creek	Just upstream of East 24th St.	1,433
	Corporate limits, 800 ft upstream from East 24th St.	1,435
	Corporate limits, 2,376 ft downstream from Interstate 135.	1,436

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26129 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4496]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for The Town of Dover-Foxcroft, Piscataquis County, Maine

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Dover-Foxcroft, Piscataquis County, Maine. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or

remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Town Office, 34 East Main Street, Dover-Foxcroft, Maine. Send comments to: Mr. Owen Pratt, Town Manager, Town of Dover-Foxcroft, Town Office, 34 East Main Street, Dover-Foxcroft, Maine 04426.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Dover-Foxcroft, Maine, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Piscataquis River..	Atkinson Rd.—100 ft*	310
	Essex St.—175 ft**	322
	Essex St.—25 ft*	341
	Main Central RR.—100 ft*.	357
Davee Brook	Railroad Ave.—10 ft*	348
	Autumn St.—60 ft*	367
	North St. (upstream crossing)—centerline.	375
Dunham Brook	Lincoln St.—60 ft*	345
	North St.—20 ft*	352
	Mechanic St.—30 ft*	361
	Forest St.—40 ft*	370
Black Stream	Bear Hill Rd.—centerline.	443
Branns Mill Pond..	Upstream of Black Stream.	444

*Upstream from centerline.
**Downstream from centerline

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26130 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4497]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Randolph, Kennebec County, Maine

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Randolph, Kennebec County, Maine. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Randolph Town Office, Water Street, Randolph, Maine. Send comments to: Mr. John Lasselle, Chairman, Board of Selectmen, Town of Randolph, Randolph Town Office, Water Street, Randolph, Maine 04345.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the Town of Randolph, Maine, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Kennebec River.....	Randolph-Gardiner Bridge—20 ft*.	28
Togus Stream	State Route 27 Bridge—20 ft*.	28
	Transmission Line Crossing—30 ft*.	30
	Barber Rd. Bridge—40 ft*.	74

*Upstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26131 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4498]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Sangerville, Piscataquis County, Maine

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Sangerville, Piscataquis County, Maine. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Town Office, Sangerville, Maine. Send comments to: Mr. William Starbaird, Town Manager, Town of Sangerville, Town Office, Sangerville, Maine 04479.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Sangerville, Maine, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Manhanock Pond..	Areas adjacent to shore .	449
Center Pond.....	Areas adjacent to shore..	506
Carlton Stream	Old Dunbarton Dam—100 ft*.	394
	Old Dunbarton Dam—100 ft**.	402
	Numberall Inc. Dam—100 ft*.	414
	Numberall Inc. Dam—100 ft**.	431
	Dover Stove Company Dam—100 ft*.	435
	Dover Stove Company Dam—100 ft**.	446
	State Route 23-20 ft**	447
Piscataquis River ..	Lows Bridge—20 ft**	379
	State Route 23-20 ft**	386

*Downstream of centerline.
**Upstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 1, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26132 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4499]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Oakland, Garrett County, Md.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Oakland, Garrett County, Md. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Garrett County Planning Commission, 323 Oak Street, Oakland, Md. 21550. Send comments to: Hon. H. D. Swartzentruber, Mayor of Oakland, 109 South Third Street, Oakland, Md. 21550.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Oakland, Garrett County, Md., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Little Youghiogheny River.	Confluence of an unnamed tributary 770 ft upstream from 3d St. Bridge.	2,382
	3d St. bridge upstream ...	2,381
	Oak St. bridge, 240 ft upstream.	2,379
	Confluence of Wilson Run.	2,376
	Oakland Rosedale Rd bridge upstream.	2,373
	Corporate limits 80 ft downstream from Oakland Rosedale bridge.	2,372
Bradley Run	Fairway Dr	2,382
	Oakland Rosedale Rd.....	2,382
	Corporate limits 55 ft downstream from Chessie System.	2,371

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26133 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4500]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Westernport, Allegany County, Md.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Westernport, Allegany County, Md. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Westernport City Hall, Box 266, Westernport, Md. 21562. Send comments to: Honorable James Wills, Mayor of Westernport, Box 266, Westernport, Md. 21562.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Westernport, Allegany County, Md., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
George's Creek.....	Confluence with North Branch Potomac River.	916
	Upstream side of State Route 36.	917
	Upstream side of Chessie System, State Route 135.	919
	Upstream side of Washington St., State Route 325.	924
	Upstream side of Chessie System.	931
	700 ft upstream of Chessie System.	935
	Upstream side of Waverly St.	946
	830 ft upstream of Waverly St.	958
	1,650 ft upstream of Waverly St.	968
	2,450 ft upstream of Waverly St.	979
	2,750 ft upstream of Waverly St.	983
North Branch Potomac River.	Downstream corporate limits.	900
	350 ft downstream of State Route 36.	910
	State Route 36 (upstream side).	917
	Upstream corporate limits.	920

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26134 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4502]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Seekonk, Bristol County, Mass.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Seekonk, Bristol County, Mass. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Clerk's Office, Town Hall, Seekonk, Mass. Send comments to: The Honor-

able Earl H. Bradley, Chairman, Board of Selectmen, Town of Seekonk, 100 Peck Street, Seekonk, Mass. 02771, Attention: John F. Langwell, Executive Secretary.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Seekonk, Mass., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Ten Mile River	1,300 ft downstream of Fall River Ave.	22
	Upstream side of Fall River Ave.	42
	Upstream side of Turner Reservoir Dam.	51
	Upstream side of Newman Ave.	52
	2,000 ft upstream of Armistice Blvd.	60
	Corporate limit near Central Ave.	67
	600 ft downstream of Dye Factory Dam.	69
	Just downstream of Dye Factory Dam.	73
	Just upstream of Dye Factory Dam.	76
	Just upstream of Pond St.	78
Oak Hill Stream	At northern corporate limit.	79
	Just upstream of Borden Ave.	85
	Just downstream of Bishop Ave.	86
	Just upstream of Bishop Ave.	88
	500 ft upstream of Bishop Ave.	93
	Just upstream of ConRail.	105
Coles Brook	At western corporate limit (mouth at Central Pond).	52
	Just downstream of Newman Ave.	53
	Just upstream of Newman Ave.	57
	Just upstream of Talbot Way.	59
	1,800 ft upstream of Talbot Way.	60
Runnins River	Just downstream of School St.	10
	550 ft downstream of Highland Ave.	11
	Just upstream of Highland Ave.	12
	Just downstream of Interstate 195.	13
	Just downstream of County St.	14
	Just upstream of County St.	17
	Just downstream of Burrs Pond Dam.	18
	Just upstream of Burrs Pond Dam.	30
	Just downstream of Old Grist Mill Dam.	33
	Just upstream of Old Grist Mill Dam.	40
	Just downstream of Pleasant St.	44
	Just upstream of Pleasant St.	46
	Just upstream of Taunton Ave.	47
	Just downstream of Ledge Rd.	53
	Just upstream of Ledge Rd.	57
	Just downstream of Greenwood Ave.	60
	Just upstream of Greenwood Ave.	63

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26135 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4503]

Proposed Flood Elevation Determination for the Town of Stow, Middlesex County, Mass.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Stow, Middlesex County, Mass. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Clerk's Office, Town Hall, Stow, Mass. Send comments to: The Honorable Jack Clayton, Chairman, Board of Selectmen, Town of Stow, Town Hall, Stow, Mass. 01775, Attention: Catherine A. Desmond, Administrative Assistant.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Stow, Mass., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second

layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Assabet River.....	White Pond Rd. at east corporate limit.	180
	At Sudbury Rd.....	181
	4,000 ft downstream from Gleasondale Rd. (Route 62).	182
	Upstream at private road located 450 ft above Gleasondale Rd.	184
	Upstream of Waterfall Dam located 800 ft above Gleasondale Rd.	195
	At southern corporate limit.	196
Branch No. 3, Assabet River.	At confluence with Assabet River.	195
	0.3 mile upstream of confluence.	196
	Downstream side of Hudson Rd. and Randall St.	200
	Upstream side of Hudson Rd. and Randall St.	203
	0.2 mile upstream of Hudson Rd. and Randall St.	204
	At Goshen Lane.....	215
	Upstream side of Athens St.	226
Boons Pond and Branch.	At confluence with Assabet River.	182
	Upstream side of Boons Pond Dam at Barton Rd.	190
Elizabeth Brook....	At Brookside Cemetery Rd.	192
	At Fletchers Pond Dam.	197
	Upstream side of Gleasondale Rd.	199
	Upstream at Wheeler St	201
	At Wheeler Pond.....	208
	Upstream side of Great Rd.	215
	At Hiley Brook Rd	219
	At Delaney St.....	220
Branch No. 2, Elizabeth Brook.	0.125 mile downstream of Great Rd.	196
	At Great Rd	200
	At Crescent St.....	204

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26136 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4504]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determinations for the City of St. Clair Shores, Macomb County, Mich.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of St. Clair Shores, Macomb County, Mich. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at City Hall, 27600 Jefferson Avenue, St. Clair Shores, Mich. Send comments to: Mr. Frank McPharlin, City Manager, City of St. Clair Shores, City Hall, 27600 Jefferson Avenue, St. Clair Shores, Mich. 48081.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of St. Clair Shores, Mich., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Lake St. Clair.....	Hoffman and Jefferson Ave.	578.5
	Port St.—300 ft east of Jefferson Ave.	578.5
	Eleven Mile Rd—800 ft east of Jefferson Ave.	578.5
	Bayview Dr.—300 ft east of Jefferson Ave.	578.5

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26137 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4500]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Amherst, Hillsborough County, N.H.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the Town of Amherst, Hillsborough County, N.H. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Town Hall, Amherst, N.H. Send comments to: Mrs. Ann Snow, Chairman, Board of Selectmen, Town of Amherst, Box 481, Amherst, N.H. 03301.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the Town of Amherst, N.H., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Souhegan River	Boston Post Bridge	216
	State Highway 122	220
	State Highway 101	221
Beaver Brook	Merrimack Rd. Bridge	218
	State Highway 101—100 ft*.	226
	Boston Post Rd	229
	Horace Greeley Highway (State Highway 101).	240
	Mack Hill Rd. Bridge—50 ft*.	247
	New Boston Rd. (downstream crossing).	300
	New Boston Rd. (upstream crossing).	330
Joe English Brook	Railroad abutment construction.	237
	State Highway 101 bridge—100 ft*.	246
	Brook Rd. Bridge	324
Baboosic Brook	Camp Rd. Bridge	235
	Railroad abutment construction.	237
Pulpit Brook	Unnamed Road culvert	248
	Unnamed Road bridge (most upstream crossing).	276
Witches Brook	Most downstream corporate limits.	193
	Most upstream corporate limits.	199
Caesar's Brook	Small footbridge over dam—5 ft*.	267
	Mont Vernon Rd. Bridge—26 ft*.	293
Holts Brook	Unnamed Road culvert	222
	Merrimack Rd. culvert	222
Sherburn Mill	Thorntons Ferry Rd. Bridge.	211
	Upham Rd. culvert	230
	Baboosic Spring Rd. culvert—50 ft*.	244
	Linch Farm Rd. culvert	246
Betty's Brook	Pine Rd. Bridge—50 ft**.	246
	State Highway 101 culvert (upstream crossing)—25 ft*.	267
Parkhurst Brook	School House Rd	256
Peacock Brook	Confluence with Witches Brook.	198
	State Highway 122 bridge.	221

*Upstream from centerline.
**Downstream from centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ.
Federal Insurance Administrator.

[FR Doc. 78-26138 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4506]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Deering, Hillsborough County, N.H.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of Deering, Hillsborough County, N.H. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATES: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESSES: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Office, Deering, N.H. Send comments to: The Honorable Whitney S. Yeaple, Chairman, Board of Selectmen, Town of Deering, Town Office, Post Office, Hillsboro, N.H. 03244.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Deering, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Contoocook River.	North corporate limit.....	592
	0.2 miles upstream of north corporate limit.	594
	Just downstream of 2d New Hampshire turnpike.	598
	1.6 miles upstream of 2d New Hampshire turnpike.	600
	Southwest corporate limits.	603
Piscataquog River.	East corporate limits.....	658
	0.4 mile upstream of east corporate limits.	660
	Just downstream of State Route 149.	665
	Just upstream of State Route 149.	669
	Just downstream of Bartlett Hill Rd.	670
	Just upstream of Bartlett Hill Rd.	671
	0.3 miles upstream of Bartlett Hill Rd.	676
	Just downstream of Dirt Rd Bridge.	714
	0.02 mile upstream of Dirt Rd Bridge.	723
	Just downstream of dam near Camp Rd.	742
	Just upstream of dam near Camp Rd.	745
	0.24 mile upstream of dam near Camp Rd.	780
	Just downstream of beaver made dam.	789
	Just upstream of beaver made dam.	791
	0.5 mile upstream of beaver made dam.	800
	0.01 mile downstream of Francestown Rd.	827
	Just upstream of Francestown Rd.	834
	Just downstream of beaver made dam.	839
	Just upstream of beaver made dam.	843
	Just upstream of Pleasant Pond Rd.	845
	0.9 mile upstream of Pleasant Pond Rd.	852
	1.1 miles upstream of Pleasant Pond Rd.	884
	0.4 mile downstream of Reservoir Rd.	899
	0.08 mile downstream of Reservoir Rd.	901
	Just upstream of Reservoir Rd.	911
	Just downstream of Deering Reservoir Dam.	921
	Deering Reservoir.....	921

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26139 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4507]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Salem, Rockingham County, N.H.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of of Salem, Rockingham County, N.H. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Office, Salem, N.H. Send comments to: Hon. William T. Knightly, Chairman, Board of Selectmen, Town of Salem, Town Office, 33 Geremonty Drive, Salem, N.H. 03079.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Salem, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Spickett River.....	Southern corporate limits.	112
	At Boston and Maine RR.	113
	Just upstream of State Route 28.	114
	0.25 miles downstream from Bridge St.	118
	Upstream side of Bridge St.	120
	Upstream side of Town Farm Rd.	122
	Just downstream of north Main St.	126
	Just downstream of Wheeler Dam.	127
	Just upstream of Wheeler Dam.	162
	At North Main St. 1.7 miles upstream of Wheeler Dam.	162
Policy brook/ Unnamed Brook.	Inlet to Rockingham Park inlet.	*124
	At Boston and Maine RR.	126
	Just upstream of State Route 28.	127
	At Main St.....	127

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26140 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4508]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Town of Dover, Morris County, N.J.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in

the town of Dover, Morris County, N.J. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Town Hall, 37 North Sussex Street, Dover, N.J. 07801. Send comments to: Honorable John Rice, Mayor, town of Dover, Town Hall, 37 North Sussex Street, Dover, N.J. 07801.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of Dover, N.J., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Rockaway River	Blackwell St.—50 ft*	556
	Mercer St.—30 ft*	558
	Union St.—50 ft*	561
	Essex St.—50 ft*	565
	Warren St.—50 ft*	570
	Conrail—20 ft* (1st crossing).	577
	State Highway 46 (West Blackwell St.)—30 ft*.	578
	Footbridge—70 ft*	587
	Conrail—20 ft* (2nd crossing).	604
	Dover & Rockaway RR.—20 ft*.	606
Mckeels Brook	Richards Ave.—20 ft*	556
	East McFarland St.—20 ft*.	568
	Clark St.—100 ft*	573
	Cooper St.—20 ft*	574
Jackson Brook	State Highway 46 (West Blackwell St.)—90 ft**.	579
	State Highway 46 (West Blackwell St.)—100 ft*.	584
	Brook Lane—20 ft*	593
	Spillway—40 ft**	593
	Spillway—40 ft*	595

* Upstream of centerline.
** Downstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ
Federal Insurance Administrator.

[FR Doc. 78-26141 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4509]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Township of Hainesport, Burlington County, N.J.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the township of Hainesport, Burlington County, N.J. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Hainesport Municipal Building, 100 Broad Street, Hainesport, N.J. Send comments to: Honorable Alan L. Scott, Mayor, township of Hainesport, P.O. Box 457, Hainesport, N.J. 08036.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the township of Hainesport, N.J., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
North Branch Rancocas Creek.	Most downstream corporate limits.	11
	Most upstream corporate limits.	11
South Branch Rancocas Creek.	Most downstream corporate limits.	11
	State Highway 38	11
Masons Creek	Marne Highway	11
	Masonville-Fostertown Rd.	12
	Mt. Laurel-Hainesport Rd.	17

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
	Phillips Rd.	24
	Fenimore Rd. (corporate limit).	30

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26142 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4510]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Township of Millburn, Essex County, N.J.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the township of Millburn, Essex County, N.J. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Millburn Township Hall, 375 Millburn Avenue, Millburn, N.J. Send comments to: Honorable Alexander B. Lyon, Jr., Mayor, Township of Millburn, Township Hall, 375 Millburn Avenue, Millburn, N.J. 07041.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the township of Millburn, N.J., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
West Branch Rahway River.	Route 78 access ramp—20 ft*.	90
	Fandanco Dam—10 ft**..	102
	Fandanco Dam—20 ft* ...	107
	Ridgewood Rd.—20 ft*....	112
	Taylor Park Dam—40 ft**.	115
	Taylor Park Dam—20 ft*.	121
	Taylor Park Footbridge—50 ft*.	123
	Millburn Ave.—20 ft*.....	129
	Essex St.—20 ft*	139
	Conrail—20 ft*	139
	Glen Ave. Bridge—50 ft**.	155
East Branch Rahway River.	Route 78 access ramp—20 ft*.	90
	Elizabeth Joint Meeting—30 ft*.	92
	Vauxhall Rd.—10 ft*.....	96
Passaic River	Passaic Ave.—20 ft*.....	177
	Morris and Essex Turnpike—Old State Highway 24—20 ft**.	180

*Upstream of centerline.
**Downstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26143 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4511]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Township of Mount Holly, Burlington County, N.J.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the township of Mount Holly, Burlington County, N.J. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at Mount Holly Municipal Building, 23 Washington Street, Mount Holly, N.J. Send comments to: Hon. Joseph Weber, Mayor, Township of Mount Holly, Mount Holly Municipal Building, 23 Washington Street, Mount Holly, N.J. 08060.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the township of Mount Holly, N.J., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-

448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
North Branch Rancocas Creek.	King St	11
	Pine St	13
	Mill Dam (upstream side).	15
	Upstream corporate limits.	18
Mill Race	Park Dr	12
	Pine St	14
Mount Holly Bypass Channel (all backwater).	Bispham St	12
Buttonwood Run	Washington St	13
	Buttonwood St	15
	Cherry St	21
	Branch St	23

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26144 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4512]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determinations for the Town of New Castle, Westchester County, N.Y.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the town of New Castle, Westchester County, N.Y. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Clerk's Office, New Castle, N.Y. Send comments to: Mr. Charles G. Banks, Jr., Town Supervisor of New Castle, 200 South Greeley Avenue, Chappaqua, N.Y. 10514.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the town of New Castle, Westchester County, N.Y. in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, (national geodetic vertical datum)
Saw Mill River	Downstream corporate limits.	309
	Saw Mill River Parkway	312
	New York Route 120	346
	Private driveway	365
Gedney Brook	Downstream corporate limits.	267
	Millwood Rd	309
	Swimming pool culvert	333
	Woodmill Rd	409
Kisco River	Confluence with New Croton Reservoir.	199
	Lake Rd	199
	Nitra Rd	215
	Millwood	281
	Upstream corporate limits.	284
Branch No. 2, Kisco River.	Downstream corporate limits.	343
	Horseshoe Rd	347
	Daly Cross Rd	349
	Kathleen Lane	349

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 5, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26145 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4513]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Rugby, Pierce County, N. Dak.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Rugby, Pierce County, N. Dak. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the pro-

posed base (100-year) flood elevations are available for review at City Hall, Rugby, N. Dak. Send comments to: Hon. Mark Butz, Mayor, City of Rugby, P.O. Box 392, Rugby, N. Dak. 58368.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for city of Rugby, N. Dak., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Rush Lake Tributary.	State Highway 3—20 ft*.	1530
	Main Ave. South—50 ft*.	1533
	Fifth Ave. South—50 ft*	1533
	Unnamed Road—20 ft*...	1535

*Upstream of centerline.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26146 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4514]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Zap, Mercer County, N. Dak.

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Zap, Mercer County, N. Dak. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at City Hall, Zap, N. Dak. Send comments to: Hon. Leonard Schmidt, Mayor, City of Zap, P.O. Box 101, Zap, N. Dak. 58580.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Zap, N. Dak., in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Spring Creek.....	Downstream extraterritorial limits.	1826
	Burlington Northern RR.	1830
	County Highway 862 (upstream side).	1839
	3d Avenue Bridge.....	1842
	Upstream extraterritorial limits.	1849

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 31, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26147 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4515]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Dayton, Montgomery County, Ohio

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Dayton, Montgomery County, Ohio. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the City Hall, Dayton, Ohio. Send comments to: Mr. Anthony Char, Planning Director, City of Dayton, 101 West Third Street, Dayton, Ohio 45402.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Dayton, Ohio, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Great Miami River.	500 ft downstream of the Chessie System railroad bridge.	752
	1,700 ft upstream of the Chessie System railroad bridge.	754
	4,350 ft upstream of the Chessie System railroad bridge.	756
	7,525 ft upstream of the Chessie System railroad bridge.	757
	3,750 ft downstream of Needmore Rd.	758
	1,850 ft downstream of Needmore Rd.	759
	Just upstream of Needmore Rd.	760
Stillwater River.....	160 ft downstream of Ridge Ave.	746
	2,300 ft upstream of Ridge Ave.	748
	Just downstream of Siebenthaler Ave.	750
	1,050 ft upstream of Siebenthaler Ave.	7511
	2,650 ft upstream of Siebenthaler Ave.	753
	2,100 ft downstream of Shoup Mill Rd.	755
	1,000 ft downstream of Shoup Mill Rd.	756
	2,160 ft upstream of Shoup Mill Rd.	758
	Upstream corporate limits.	760

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ.
Federal Insurance Administrator.

[FR Doc. 78-26148 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4516]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Village of Fairfax, Hamilton County, Ohio

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the village of Fairfax, Hamilton County, Ohio. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Village Clerk's Office, Fairfax, Ohio. Send comments to: The Honorable Richard G. Cribbet, Mayor, Village of Fairfax, 5903 Hawthorne Avenue, Fairfax, Ohio 45227.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the village of Fairfax, Ohio, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Duck Creek	Downstream corporate limit.	502
	Just upstream of Red Bank Rd.	511
	Upstream corporate limit.	516
Little Duck Creek.	Confluence with Duck Creek.	503
	Just upstream of ConRail bridge.	509
	Just upstream of Red Bank Rd.	515
	Just upstream of Columbia Parkway exit.	535

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
	Just upstream of Watterson Ave.	540
	Upstream corporate limit.	544

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26149 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4517]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the City of Madeira, Hamilton County, Ohio

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the city of Madeira, Hamilton County, Ohio. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the City Hall, Madeira, Ohio. Send comments to: Mr. George Babe, City Manager, City, of Madeira, 7141 Miami Avenue, Madeira, Ohio 45243.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION: The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the city of Madeira, Ohio, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Sycamore Creek	At northeast corporate limits.	701
	265 ft upstream of northeast corporate limits.	706
	600 ft upstream of northeast corporate limits.	713
	900 ft downstream of Chessie System.	723
	690 ft downstream of Chessie System.	726
	Downstream side of Chessie System at corporate limits.	730
	Upstream side of Chessie System.	732
	Upstream side of first Camargo Rd. crossing near corporate limit.	744
	Upstream side of second Camargo Rd. crossing.	752
	550 ft upstream of second Camargo Rd. crossing.	760

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: September 6, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26150 Filed 9-19-78; 8:45 am]

[4210-01]

[24 CFR Part 1917]

[Docket No. FI-4518]

NATIONAL FLOOD INSURANCE PROGRAM

Proposed Flood Elevation Determination for the Village of New Richmond, Clermont County, Ohio

AGENCY: Federal Insurance Administration, HUD.

ACTION: Proposed rule.

SUMMARY: Technical information or comments are solicited on the proposed base (100-year) flood elevations listed below for selected locations in the Village of New Richmond, Clermont County, Ohio. These base (100-year) flood elevations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the national flood insurance program (NFIP).

DATE: The period for comment will be ninety (90) days following the second publication of this proposed rule in a newspaper of local circulation in the above-named community.

ADDRESS: Maps and other information showing the detailed outlines of the flood-prone areas and the proposed base (100-year) flood elevations are available for review at the Town Hall, New Richmond, Ohio. Send comments to: The Hon. Arthur Galea, Mayor, City of New Richmond, 776 Washington Street, New Richmond, Ohio 45157.

FOR FURTHER INFORMATION CONTACT:

Mr. Richard Krimm, Assistant Administrator, Office of Flood Insurance, Room 5270, 451 Seventh Street SW., Washington, D.C. 20410, 202-755-5581 or toll-free line 800-424-8872.

SUPPLEMENTARY INFORMATION:

The Federal Insurance Administrator gives notice of the proposed determinations of base (100-year) flood elevations for the village of New Richmond, Ohio, in accordance with section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added section 1363 to the Na-

tional Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 24 CFR 1917.4(a).

These elevations, together with the flood plain management measures required by § 1910.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. These proposed elevations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The proposed base (100-year) flood elevations for selected locations are:

Source of flooding	Location	Elevation in feet, national geodetic vertical datum
Ohio River	210 ft upstream of northern corporate limit.	504
	265 ft downstream of southern corporate limit.	505
Twelvemile Creek	530 ft upsteam of Ohio St.	504
	60 ft downstream of eastern corporate limit.	505
Little Indian Creek.	475 ft upstream of U.S. 52 culvert.	505
	2,325 ft upstream of U.S. 52 culvert and 25 ft upstream of driveway culvert.	510
	1,160 ft downstream of Little Indian Creek culvert and 25 ft upstream of driveway culvert.	522
	105 ft upstream of Little Indian Creek culvert.	557
	50 ft downstream of western corporate limit.	596

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended (42 U.S.C. 4001-4128); and Secretary's delegation of authority to Federal Insurance Administrator, 43 FR 7719.)

Issued: August 21, 1978.

GLORIA M. JIMENEZ,
Federal Insurance Administrator.

[FR Doc. 78-26151 Filed 9-19-78; 8:45 am]

[4410-01]

DEPARTMENT OF JUSTICE

U.S. Parole Commission

[28 CFR Part 2]

PAROLE, RELEASE, SUPERVISION, AND RECOMMITMENT OF PRISONERS, YOUTH OFFENDERS, AND JUVENILE DELINQUENTS

Proposed Rulemaking

AGENCY: U.S. Parole Commission.

ACTION: Proposed rule.

SUMMARY: From time to time sentencing judges, defense attorneys, prosecutors, and other interested persons make written recommendations to the Parole Commission concerning the parole of a Federal prisoner. This proposed rule would clarify the factors that a recommendation for or against parole should address in order to be of the greatest possible usefulness in the Commission's decisionmaking process.

DATE: Comments must be received by November 15, 1978.

ADDRESS: Send comments to the U.S. Parole commission, 320 First Street NW., Washington, D.C. 20537, Attention: Office of the General Counsel.

FOR FURTHER INFORMATION, CONTACT:

Michael A. Stover, Office of the General Counsel, telephone 202-724-3143.

SUPPLEMENTAL INFORMATION: This proposed rule is specifically designed (1) to be as helpful as possible to persons who wish to make effective recommendations concerning the parole of any prisoner, and (2) to clarify present practice that no recommendation (including a prosecutorial recommendation pursuant to a plea agreement) may be considered as binding the Commission to make any parole decision other than that reached by its independent exercise of discretion. This latter point is of particular relevance in the case of plea agreements in which the prosecutor's lack of authority to promise a particular parole result may not be fully understood by all of the parties. The proposed text of the rule is as follows (adding a new paragraph (c) to 28 CFR 2.19):

§ 2.19 Information considered.

* * * * *

(c) Recommendations and information from sentencing judges, defense attorneys, prosecutors, and other interested parties are welcomed by the Commission. In evaluating a recommendation concerning parole, the Commission must consider the degree to which such recommendation provides the Commission with specific facts and reasoning relevant to the statutory criteria for parole (18 U.S.C. 4206) and the application of the Commission's guidelines (including reasons for departure therefrom). Thus, to be most helpful, a recommendation must state its underlying factual basis and reasoning. However, no recommendation (including a prosecutorial recommendation pursuant to a plea agreement) may be considered as binding upon the Commission.

Dated: September 14, 1978.

CECIL C. MCCALL,
Chairman,
U.S. Parole Commission.

[FR Doc. 78-26370 Filed 9-19-78; 8:45 am]

[1505-01]

DEPARTMENT OF THE INTERIOR

Office of Surface Mining Reclamation and Enforcement

[30 CFR Chapter VII]

SURFACE COAL MINING AND RECLAMATION OPERATIONS PERMANENT REGULATORY REFORM

Correction

In FR Doc. 87-26350 appearing at page 41622 in the issue for Monday, September 18, 1978, on page 41936-41940, the file date in the FR Doc. line should read "9-15-78".

Also, on the front page of the FEDERAL REGISTER, the comment period in the highlight for this document should read "11-17-78".

[6560-01]

ENVIRONMENTAL PROTECTION AGENCY

[40 CFR Part 52]

[FRL 970-6]

APPROVAL AND PROMULGATION OF IMPLEMENTATION PLANS

Louisiana Regulation 19.0

AGENCY: Enviromental Protection Agency (EPA).

ACTION: Proposed rule.

SUMMARY: The Environmental Protection Agency proposes to approve revisions in the air quality Louisiana State implementation plan by approving Louisiana Regulation 19.0 Emission Standards for Particulate Matter. The need to control additional sources of particulate matter in Louisiana brought about the revision of regulation 19.0. Implementation and enforcement of the revised regulation will result in a general statewide reduction in particulate matter emissions. The

EPA invites public comments on the revision especially as to its consistency with the Clean Air Act.

DATES: Comments on this proposed rulemaking by interested persons must be received on or before October 20, 1978, in order to be considered by EPA in making a final approval/disapproval decision.

ADDRESSES: Comments on this proposed rulemaking should be submitted to the address below: Environmental Protection Agency, Region VI, Air Program Branch, 1201 Elm Street, Dallas, Tex. 75270. Copies of the State's submittal are available for inspection during normal business hours at the address above and at the following address: Environmental Protection Agency, Public Information Reference Unit, Room 2922, 401 M Street SW., Washington, D.C. 20460.

FOR FURTHER INFORMATION CONTACT:

Anita B. Turpin, Air Program Branch, Environmental Protection Agency, Region VI, Dallas, Tex., 75270, 214-767-2742.

SUPPLEMENTARY INFORMATION: Revised regulation 19.0 was submitted by the Governor, after adequate notice and public hearing, on December 9, 1977. The revision consists of changes in three primary areas, administrative changes, applicability of fugitive dust control to existing sources, and the addition of visible emission limitations. These three areas are discussed in detail below.

Administrative Changes

In sections 19.2, 19.3, 19.5, and 19.8.1, the applicability of the regulation was changed to include "suspended particulate matter" as well as particulate matter. Section 19.5.1 has been renumbered as 19.5.2. In addition, this section was changed to reflect that the "Technical Secretary" may make findings on variances rather than the "Department". EPA's approval of the new section 19.5.2 does not imply approval of variances which may be granted by the Technical Secretary. Any variance under section 19.5.2 must be approved by EPA before it becomes a part of the State implementation plan.

Fugitive Dust Control

The current section 19.3 applies only to new sources, as defined by regulation 4.0. In the revised section 19.3, fugitive dust control is applicable to all sources. Paragraph (c) of section 19.3 currently "Recommends" control of dusty materials by stating that containment methods "should be" employed during sandblasting or other similar operations. In the revised paragraph (c), the term "should be" is changed to "shall be". This makes containment methods required rather than recommended.

Visible Emission Limitations

A new section 19.5.1 has been added to the regulation. In this new section, a visible emission limit of 20 percent opacity is specified for any source except new or existing fluid catalytic cracking unit incinerator-waste heat boilers. A limit of 30 percent opacity is specified for such boilers. Emissions are exempted from the requirements of section 19.5.1 if the presence of uncombined water is the only reason for failure to meet the visible emission limits.

Current Action

This action proposes approval of the administrative changes to regulation 19.0, the changes in applicability of fugitive dust controls, and the addition of visible emission limits. This action on regulation 19.0 supersedes action on a previous revision of the regulation submitted by the Governor on March 20, 1974.

This notice of proposed rulemaking is issued under the authority of section 110(a) of the Clean Air Act, as amended, 42 U.S.C. 7410-(a).

Dated: September 7, 1978.

Earl N. Kari,

Deputy Regional Administrator.

It is proposed to amend part 52 of chapter 1, title 40 of the Code of Federal Regulations as follows:

Subpart T—Louisiana

1. In § 52.970, paragraph (c) is amended by adding a new paragraph (11) as follows:

§ 52.970 Indentification of Plan.

* * * * *

(c) * * *

(11) Revisions to Regulation 19.0, Emission Standards for Particulate Matter, as adopted on November 30, 1977, were submitted by the Governor on December 9, 1977.

[FR Doc. 78-26437 Filed 9-19-78; 8:45 am]

[6560-01]

[40 CFR Part 65]

[FRL 970-3; Docket No. VII-78-DCO-10]

STATE AND FEDERAL ADMINISTRATIVE ORDERS PERMITTING A DELAY IN COMPLIANCE WITH STATE IMPLEMENTATION PLAN REQUIREMENTS

Proposed Delayed Compliance Order for Iowa State Board of Regents, University of Iowa, Oakdale Powerplant

AGENCY: Environmental Protection Agency.

ACTION: Proposed rule.

SUMMARY: EPA proposes to issue an administrative order to the Iowa State Board of Regents. The order requires the board to bring air emissions from its boilers Nos. 1, 2, 3, and 4 at the University of Iowa Oakdale powerplant into compliance with certain regulations contained in the federally-approved Iowa State Implementation Plan (SIP). Because the board is unable to comply with these regulations at this time, the proposed order would establish an expeditious schedule requiring final compliance by January 15, 1979. Source compliance with the order would preclude suits under the Federal enforcement and citizen suit provision of the Clean Air Act for violation of the SIP regulations covered by the order. The purpose of this notice is to invite public comment and to offer an opportunity to request a public hearing on EPA's proposed issuance of the order.

DATES: Written comments must be received on or before October 20, 1978, and requests for a public hearing must be received on or before October 5, 1978. All requests for a public hearing should be accompanied by a statement of why the hearing would be beneficial and a text or summary of any proposed testimony to be offered at the hearing. If there is signficant public interest in a hearing, it will be held after 21 days prior notice of the date, time, and place of the hearing has been given in this publication.

ADDRESSES: Comments and requests for a public hearing should be submitted to Director, Enforcement Division, EPA, Region VII, 1735 Baltimore, Kansas City, Mo. 64108. Material supporting the order and public comments received in response to this notice may be inspected and copied (for appropriate charges) at this address during normal business hours.

FOR FURTHER INFORMATION CONTACT:

Peter J. Culver or Henry F. Rompage, EPA, Region VII, 1735 Baltimore, Kansas City, Mo. 64108, telephone 816-374-2576.

SUPPLEMENATRY INFORMATION: Iowa State Board of Regents operates

a powerplant at University of Iowa, Oakdale campus. The proposed order addresses emissions from boilers Nos. 1, 2, 3, and 4 at this facility, which are subject to subrule 400—4.3(2)b, Combustion for indirect heating and 4.3(2)d, Visible emissions. The regulation limits the emissions of particulates, and is part of the federally-approved Iowa State Implementation Plan. The order requires final compliance with the regulation by Janurary 15, 1979, and the source has consented to its terms. The source has agreed to meet the order's increments during the period of this informal rulemaking.

The proposed order satisfies the applicable requirements of section 113(d) of the Clean Air Act (the Act). If the order is issued, source compliance with its terms would preclude further EPA enforcement action under section 113 of the Act against the source for violations of the regulation covered by the order during the period the order is in effect. Enforcement against the source under the citizen suit provisions of the Act (section 304) would be similarly precluded.

Comments received by the date specified above will be considered in determining whether EPA should issue the order. Testimony given at any public hearing concerning the order will also be considered. After the public comment period and any public hearing, the Administrator of EPA will publish in the FEDERAL REGISTER the Agency's final action on the order in 40 CFR Part 65.

The provisions of 40 CFR Part 65 will be promulgated by EPA soon, and will contain the procedure for EPA's issuance, approval, and disapproval of an order under section 113(d) of the Act. In addition, part 65 will contain sections summarizing orders issued, approved, and disapproved by EPA. A prior notice proposing regulations for part 65, published at 40 FR 14876 (Apr. 2. 1975), will be withdrawn, and replaced by a notice promulgating these new regulations.

(42 U.S.C. 7413, 7601.)

Dated: September 11, 1978.

KATHLEEN Q. CAMIN,
Regional Administrator,
Region VII.

In consideration of the foregoing, it is proposed to amend 40 CFR Chapter 1, as follows:

PART 65—DELAYED COMPLIANCE ORDERS

1. By adding § 65.200 to read as follows:

§ 65.200 Federal delayed compliance orders issued under Section 113(d)(1), (3), and (4) of the Act.

[Docket No. VII-78-DCO-10]

In the matter of Iowa State Board of Regents, Oakdale power plant, Oakdale, Iowa.

This order is issued this date pursuant to section 113(d) of the Clean Air Act, as amended, 42 U.S.C. 7401 et seq. "the Act." This order contains a schedule for compliance, and reporting requirements. Public notice and opportunity for a public hearing, and 30-days notice to the State of Iowa has been provided pursuant to section 113(d)(1) of the Act.

FINDINGS

On March 15, 1976, the Iowa State Board of Regents acknowledged by signed waiver that the University of Iowa, Oakdale powerplant boilers Nos. 1, 2, 3, and 4 are in violation of Iowa air pollution control regulations, specifically subrule 400—3(2)b, Combustion for indirect heating, and 4.3(2)d, Visible emissions, part of the Iowa State Implementation Plan (SIP). The board waived the notification of violation under 42 U.S.C. 1857c-8(a)(1) (now 42 U.S.C. 7413(a)(1)) including the 30-day period, and the opportunity to confer under 42 U.S.C. 1857c-8(a)(4) (now 42 U.S.C. 7413(a)(4)). Pursuant to section 113(a)(1) of the Act, Environmental Protection Agency (EPA) issued to the Iowa State Board of Regents an administrative order finding that the University of Iowa, Oakdale powerplant boilers Nos. 1, 2, 3, and 4, are in violation of subrule 400—4.3(2)b and 4.3(2)d above, a part of the applicable Iowa Implementation Plan as defined in section 110(d) of the Act. The order required installation of control equipment to achieve compliance with the above regulations by July 1, 1978. Due to manufacturing delay of some of the necessary equipment, the July 1, 1978, achievement date was not met. For this reason this order is issued pursuant to section 113(d) of the Act (42 U.S.C. 7413(d)).

ORDER

After a thorough investigation of all relevant facts, including public comment, it is determined that the schedule for compliance set forth in this order is expeditious as practicable, and that the terms of this order comply with section 113(d) of the Act. Therefore, it is hereby ordered:

I. That Iowa State Board of Regents will comply with the Iowa Implementation Plan regulations in accordance with the following schedule on or before the dates specified therein, for:

A. University of Iowa, Oakdale powerplant boilers Nos. 1, 2, 3, and 4.

1. November 1, 1978—Complete onsite construction of emission control equipment.

2. January 15, 1979—Achieve and demonstrate final compliance with subrule 400—4.3(2)b and 4.3(2)d above.

II. That no interim requirements, as described in section 113(d)(7) of the Act, are reasonable and practicable.

III. That the Iowa State Board of Regents is not relieved by this order from compliance with any requirements imposed by the applicable State implementation plan, EPA, and/or the courts pursuant to section 303 during any period of imminent and substantial endangerment to the health of persons.

IV. That the Iowa State Board of Regents shall comply with the following reporting requirements on or before the dates specified below:

No later than 5 days after any date for achievement of an incremental step or final compliance, specified in this order, the Iowa State Board of Regents shall notify EPA in writing of its compliance, or noncompliance and reasons therefor, with the requirement. If delay is anticipated in meeting any requirement of this order, the Iowa State Board of Regents shall immediately notify EPA in writing of the anticipated delay and reasons therefor. Notification to EPA of any anticipated delay does not excuse the delay.

All submittals and notifications to EPA pursuant to this order shall be made to Director, Enforcement Division, Environmental Protection Agency, Region VII, 1735 Baltimore, Kansas City, Mo. 64108.

V. Nothing herein shall affect the responsibility of the Iowa State Board of Regents to comply with State or local regulations.

VI. Iowa State Board of Regents is hereby notified that your failure to achieve final compliance by July 1, 1979 (or other applicable date specified in accordance with section 120(a)(2)(B) of the Act) will result in a requirement to pay a noncompliance penalty under section 120. In the event of such failure, the Iowa State Board of Regents will be formally notified, pursuant to section 120(b)(3) and any regulations promulgated thereunder, of its noncompliance.

VII. This order shall be terminated in accordance with section 113(d)(8) of the Act if the Administrator (or his delegatee, as appropriate) determines on the record, after notice and hearing, that an inability to comply with subrule 400—4.3(2)b and 4.3(2)d no longer exists.

VIII. Violation of any requirement of this order shall result in one or more of the following actions:

A. Enforcement of such requirement pursuant to section 113 (a), (b), or (c) of the Act, including possible judicial action for an injunction and/or penalties and in appropriate cases, criminal prosecution.

B. Revocation of this order, after notice and opportunity for a public hearing, and subsequent enforcement of subrule 400—4.3(2)b and 4.3(2)d in accordance with the preceding paragraph.

C. If such violation occurs on or after July 1, 1979, notice of noncompliance and subsequent action pursuant to Section 120 of the Act.

IX. This order is effective immediately.

Date:————

Administrator, Environmental
Protection Agency.

WAIVER OF RIGHTS TO CHALLENGE ORDER

Iowa State Board of Regents, by the duly authorized undersigned, hereby consents to the provisions of this order and waives any and all rights under any provision of law to challenge this order.

Date:————

Iowa State Board of Regents.

[FR Doc. 78-26351 Filed 9-19-78; 8:45 am]

[6712-01]

FEDERAL COMMUNICATIONS COMMISSION

[47 CFR Part 87]

[Docket No. 21495; FCC 78-630]

Monitoring of Emergency Locator Transmitter Signals To Improve Safety Communications on the Aeronautical Emergency Frequencies

AGENCY: Federal Communications Commission.

ACTION: Report and order.

SUMMARY: The FCC terminated an inquiry into whether it would be desirable, as a means of assisting in the detection of inadvertent emergency locator transmitter signals, to require that aeronautical advisory stations monitor the aeronautical emergency frequencies. The Commission concluded that implementation of such a requirement would not materially aid in the location or reduction of such signals and would impose a serious financial and possible legal burden on the station licensees.

EFFECTIVE DATE: Not applicable.

ADDRESSES: Federal Communications Commission, Washington, D.C. 20554.

FOR FURTHER INFORMATION:

John E. Jacobs, Safety and Special Radio Services Bureau, 202-632-7197.

SUPPLEMENTARY INFORMATION:

Adopted: September 11, 1978.

Released: September 15, 1978.

In the matter of monitoring of emergency locator transmitter signals to improve safety communications on the aeronautical emergency frequencies. Report and order, proceeding terminated [43 FR 7990].

1. A notice of inquiry in the above-captioned matter was released on December 5, 1977. It was published in the FEDERAL REGISTER on December 13, 1977 (42 FR 62508). On petition of the Civil Air Patrol the time for comments and reply comments was extended by order released on February 17, 1978. That time has now expired.

2. Since 1971, in accordance with the provisions of Pub. L. 91-596 (49 U.S.C. 142), most general aviation aircraft have been required to carry emergency locator transmitters (ELT). These transmitters, operating as beacons on the aeronautical emergency frequencies of 121.5 and 243 MHz are designed to be activated automatically on crash of the aircraft or manually in the event of other emergencies where assistance is required. They transmit a distinctive tone modulated signal which is used by search and rescue facilities to locate the aircraft in distress. These emergency frequencies are normally monitored by control towers, flight service stations, direction finding stations, radar facilities, military aircraft and others interested and involved in search and rescue of downed aircraft.

3. For some time, the aviation community has been plagued with false or inadvertent activations of these transmitters. It has been found that the ELT can be activated by such actions as "hard" landings, slamming of aircraft doors and equipment failure. This has resulted in thousands of hours being expended in attempting to locate the transmitter and in the case of accidental activation shutting the ELT down. The Air Force Rescue Coordinating Center (AFRCC) reported that 6,603 ELT activations were reported to the center during calendar year 1975. Of these, only 54 were the result of a crash or forced landing.

4. The notice of inquiry in this matter was intended to solicit comments on the proposal that aeronautical advisory (Unicom) stations located at airports not served by a control tower be required to monitor the aeronautical emergency frequencies. The intent was to add more stations to those already monitoring in order to assist in locating those transmitters that were inadvertently activated. Since the majority of the inadvertent activations occur on or near airports, it was thought that monitoring by the Unicom stations would be of some assistance in locating the source of the transmissions and determining their validity more rapidly.

5. A list of those parties who filed comments in this proceeding is contained in the appendix. No reply comments were received. Of those commenting, 85 percent were against the proposal.

6. Nine persons commented in favor of the proposal. For the most part, they indicated an agreement with the concept in principle, but offered no specifics on method of implementation. Those who suggested specifications for monitoring receivers all felt that the technical standards should be stringent enough to insure reliability. The suggested operating characteristics can be found on equipment available today. The cost of obtaining the equipment was not specifically discussed by those submitting favorable comments, but a wide variance in this cost was presented by those opposed.

7. Most of those commenting against the proposal gave two predominant reasons for their objections. These were the cost to the Unicom licensee with no appreciable benefit to the public and the possibility of legal liabilities being incurred by the licensee. They felt these two reasons were most important. Additionally, a number of persons expressed concern over the necessity of making personnel available to monitor and search, the real value of the monitoring and the necessity to train operators.

8. Alternative solutions were not presented by the majority of the respondents. However, those who did make a suggestion were unanimous in pointing out that equipment unreliability was the major source of trouble, therefore, upgrading the minimum performance standards of the ELT's was of the utmost importance.

9. In our notice we indicated that we did not anticipate that the monitoring requirement would impose a significant economic burden on the station licensee. The commenters almost unanimously disputed this. They pointed out that the station equipment would either have to be capable of simultaneously monitoring at least two frequencies or separate receiving equipment would be required. In either case, the estimates ranged from a low of $100 to a high of $2,500 in additional costs. They pointed out that the receiver would have to be reasonably sophisticated and, with a limited market, the cost set by manufacturers would be understandably high. The Unicom operators claim that theirs is a marginal operation at best and the mandated expense of additional radio equipment is more than they should be asked to assume. This is particularly onerous to them when the Unicom station is looked on as a convenience to the flying public rather than a profitmaking venture. Although we did not specifically discuss the required monitoring periods in the notice, but rather asked for comments on this, the Unicom licensees appeared to presume that continuous monitoring during their hours of operation would be required. They feel that having personnel available for this purpose would also be an unwanted and nonproductive expense. They indicated that in the normal course of their doing business there are many times when no one is near to monitor or answer the radio.

10. Many of the parties who commented expressed concern over the liabilities the licensee might assume once he is assigned the responsibility for monitoring the emergency frequencies. In the event a malfunctioning ELT is found in a locked aircraft, they are not willing to accept responsibility for forcing entry in violation of local laws and possibly damaging the aircraft to disable the transmitter. Additionally, the fixed base operators questioned the extent to which a search should be pursued. Since their area of interest and responsibility generally lies within the confines of the airport, they question whether they

should search beyond its boundaries and to what extent they would be liable if they chose not to. Although it was not our intent that the party hearing and locating the source of the signal take any direct action, the possibilities of legal liabilities cannot be ignored.

11. Inadvertent activations of ELT's is a serious problem and one which cannot be easily solved. As stated in our notice, our purpose in proposing monitoring was to enable local people to more readily detect the presence of emergency signals on the frequencies. However, we are persuaded by the comments made in response that mandating such a procedure is treating the symptom rather than the cause. We are in sympathy with the efforts expended by the AFRCC in locating and attempting to locate these transmitters, but do not feel that mandatory monitoring is the proper solution. Although it may be of some assistance in reducing the time required to locate a small percentage of the malfunctioning ELT's, the unreasonable burden placed on the Unicom licensees to accomplish this is not warranted. The statistics provided by AFRCC indicated that 4,503 out of 6,603 reported activations were located and silenced before search procedures could be instituted by the rescue center. This in itself shows that the aviation community is aware of the problem and is already providing assistance. Efforts by the Federal Aviation Administration, the Aircraft Owners and Pilots Association and similar interested parties to make the flying public more aware of the problem and what can be done about it are continuing. Many of the persons commenting stated that voluntary monitoring programs by both pilots and airport personnel are being carried out in various parts of the country. A number of individuals pilots remarked that they routinely check the emergency frequencies on shutting down the airplane and this has the effect of monitoring for the field.

12. The Radio Technical Commission for Aeronautics, of which the Commission is a member, is close to finalizing improved performance standards for what is known as the next generation of ELT's. When these standards are finalized, appropriate regulatory and manufacturing steps will be considered to improve the quality of the equipment in use. It appears obvious that equipment malfunction is the major source of the problem and improving the quality of the ELT's should substantially reduce the number of false signals. In addition, the proposed satellite monitoring program which is currently being considered will be of considerable assistance in locating and determining the validity of emergency signals.

13. The Commission staff is continuing to work with governmental, industry and user groups to assist in arriving at a solution to this problem. However, in the meantime, we feel that no substantive benefits can be derived by imposing the burden of mandatory monitoring of the emergency frequencies on a small segment of the aviation community.

14. Regarding questions on matters covered in this document contact J. E. Jacobs, telephone 202-632-7197.

15. In view of the foregoing, it is ordered, that this proceeding is terminated.

FEDERAL COMMUNICATIONS COMMISSION,
WILLIAM J. TRICARICO
Secretary.

APPENDIX

Aircraft Owners and Pilots Association
American Petroleum Institute—Central Committee on Telecommunications
Civil Air Patrol
Eagle Aviation
Federal Aviation Administration—
Acting Assistant Administrator for General Aviation
Frequency Management Staff
Andrew N. Hardy
Leigh Instruments Ltd.
National Air Transportation Association
State of North Dakota Aeronautical Commission
Hart and Janie Postlethwaite
American Association of Airport Executives—South Central Chapter
Aeronaut Flying Service
Ananda Air
John W. Bates
Beech Aircraft Corp.
City of Chandler, Ariz.
Coastal Aviation
Chicago Flight Instructors Association
Dare County Airport Authority
City of Detroit Airport Department
Leo W. Dillon, Colonel, CAP
Ed's Airmotive
Eastern Flying Service
Noah Felice
Freestate Aviation, Inc.
Paul Fournet Air Service, Inc.
Falconhead
Gunnel Aviation
Hargus Aviation, Inc.
Don Hull
Holland Flying Service
Indianapolis Airport Authority
City of LeMars, Iowa
Lake Powell Resorts and Marinas
L-Tronics
Longenette Flying Service
John W. Ledford, Inc.
Robert R. Murphy
Monmouth Airport
Narco Avionics
North Dakota Aviation Association
University of Oklahoma
Omaha Airport Authority
Patterson Aircraft Co.
O. M. Pierce
Rankin Aircraft/Rankin Airport
Ragsdale Aviation, Inc.
Roberts Flying Service
Search and Rescue Magazine
Airport Authority of the Borough of St. Marys, Pa.
Robert W. Todd
Robert Weatherbee
State of Wisconsin—Department of Transportation
West Texas Airport
West Central Airways
Win-Air Aviation Services
Van Dusen Air, Inc.
Yankee Aviation

[FR Doc. 78-26446 Filed 9-19-78; 8:45 am]

notices

This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

[3410-11]

DEPARTMENT OF AGRICULTURE

Forest Service

NORTHERN CALIFORNIA SUBGROUP OF THE PACIFIC CREST NATIONAL SCENIC TRAIL ADVISORY COUNCIL

Open Meeting

The Pacific Crest National Scenic Trail Advisory Council will meet on October 14, 1978, at the Tree House Motel, Mount Shasta, Calif. The meeting will begin on October 14, at 11 a.m.

The purpose of the meeting will be to review status of trail construction and rights-of-way acquisition through agency reports, planning for the 1979 meeting of the Pacific Crest National Scenic Trail Advisory Council, and discussion of needs for trailhead and feeder trail facilities.

The meeting will be open to the public. Persons who wish additional information concerning the meeting should contact Alan Lamb, Recreation Staff, California Region, 630 Sansome Street, San Francisco, Calif., phone 415-556-6986.

Dated: September 12, 1978.

ZANE G. SMITH, Jr.,
Regional Forester.

[FR Doc. 78-26357 Filed 9-19-78; 8:45 am]

[3410-22]

Science and Education Administration

JOINT COUNCIL ON FOOD AND AGRICULTURAL SCIENCES

Open Meeting

According to the Federal Advisory Committee Act of October 6, 1972 (Pub. L. 92-463, 86 Stat. 770-776), the Science and Education Administration announces the following meeting:

Name: Joint Council on Food and Agricultural Sciences.
Date: October 11, 12, and 13, 1978.
Time: 1 p.m.
Place: Room 330, GHI Building, 500 12th Street SW., Washington, D.C.
Type of meeting: Open to the public. Persons may participate in the meeting as time and space permit.
Comments: The public may file written comments before or after the meeting with the contact person below.
Purpose: To receive reports from several ad hoc and standing subcommittees and initiate further measures to foster coordination of the agricultural research, extension, and teaching activities of the Federal, State, and private sector.
Contact person for agenda and more information: Dr. James Nielson, Executive Director of the Joint Council, Science and Education Administration, U.S. Department of Agriculture, Washington, D.C. 20250, telephone 202-447-8662.

Done at Washington, D.C., this 15th day of September 1978.

JAMES NIELSON,
Executive Director, Joint Council on Food and Agricultural Sciences.

[FR Doc. 78-26427 Filed 9-19-78; 8:45 am]

[3410-03]

NATIONAL AGRICULTURAL RESEARCH AND EXTENSION USERS ADVISORY BOARD

Open Meeting

According to the Federal Advisory Committee Act of October 6, 1972 (Pub. L. 92-463, 86 Stat. 770-776), the Science and Education Administration announces the following meeting:

Name: National Agricultural Research and Extension Users Advisory Board.
Date: October 10 and 11, 1978.
Time: 8:30 a.m.
Place: Room 330, GHI Building, 500 12th Street SW., Washington, D.C.
Type of Meeting: Open to the public. Persons may participate in the meeting as time and space permit.
Comments: The public may file written comments before or after the meeting with the contact person below.
Purpose: To organize this new Board and initiate measures to develop independent advisory opinions on the food and agricultural sciences.
Contact person for agenda and more information: Dr. James Nielson, Executive Director of the Board, Science and Education Administration, U.S. Department of Agriculture, Washington, D.C. 20250, telephone 202-447-8662.

Done at Washington, D.C., this 15th day of September 1978.

JAMES NIELSON,
Executive Director, National Agricultural Research and Extension Users Advisory Board.

[FR Doc. 78-26428 Filed 9-19-78; 8:45 am]

[3410-16]

Soil Conservation Service

BUCK CREEK WATERSHED, ALA.

Intent To Not Prepare an Environmental Impact Statement

Pursuant to section 102(2)(C) of the National Environmental Policy Act of 1969; the Council on Environmental Quality Guidelines (40 CFR part 1500); and the Soil Conservation Service Guidelines (7 CFR part 650); the Soil Conservation Service, U.S. Department of Agriculture, gives notice that an environmental impact statement is not being prepared for the Buck Creek Watershed, Covington County, Ala.

The environmental assessment of this Federal action indicates that the project will not cause significant local, regional, or national impacts on the environment. As a result of these findings, Mr. William B. Lingle, State conservationist, Soil Conservation Service, has determined that the preparation and review of an environmental impact statement is not needed for this project.

The project concerns a plan for watershed protection and flood prevention. Alternatives being considered are conservation land treatment, critical area treatment, and land stabilization.

The notice of intent to not prepare an environmental impact statement has been forwarded to the Environmental Protection Agency. The basic data developed during the environmental assessment is on file and may be reviewed by interested parties at the Soil Conservation Service, 138 South Gay Street, Auburn, Ala. 36830, 205-821-8070. An environmental impact appraisal has been prepared and sent to various Federal, State, and local agencies and interested parties. A limited number of copies of the environmental impact appraisal is available to fill single copy requests.

No administrative action on implementation of the proposal will be taken until October 20, 1978.

Notice of intent to prepare an environmental impact statement for Buck Creek Watershed, Ala., published in the FEDERAL REGISTER, volume 43, No. 12, Wednesday, January 18, 1978, is hereby canceled.

(Catalog of Federal Domestic Assistance Program No. 10.904, Watershed Protection

and Flood Prevention Program—Pub. L. 83-566, 16 U.S.C. 1001-1008.)

Dated: September 11, 1978.

VICTOR H. BARRY, Jr.,
Deputy Administrator for Programs.

[FR Doc. 78-26356 Filed 9-19-78; 8:45 am]

[3510-25]

DEPARTMENT OF COMMERCE

Industry and Trade Administration

UNIVERSITY OF ALABAMA, DEPARTMENT OF BIOLOGY, ET AL.

Applications for Duty-Free Entry of Scientific Articles

The following are notices of the receipt of applications for duty-free entry of scientific articles pursuant to section 6(c) of the Educational, Scientific, and Cultural Materials Importation Act of 1966 (Pub. L. 89-651; 80 Stat. 897). Interested persons may present their views with respect to the question of whether an instrument or apparatus of equivalent scientific value for the purposes for which the article is intended to be used is being manufactured in the Unted States. Such comments must be filed in triplicate with the Director, Statutory Import Programs Staff, Bureau of Trade Regulation, U.S. Department of Commerce, Washington, D.C. 20230, on or before October 10, 1978.

Regulations (15 CFR 301.9) issued under the cited Act prescribe the requirements for comments.

A copy of each application is on file, and may be examined between 8:30 a.m. and 5 p.m., Monday through Friday, in room 6886C of the Department of Commerce Building, 14th and Constitution Avenue NW., Washington, D.C. 20230.

Docket No. 78-00379. Applicant: The University of Alabama, Department of Biology, P.O. Box 1927, University, Ala. 35486. Article: Electron microscope, model EM 10A complete with accessories. Manufacturer: Carl Zeiss, West Germany. Intended use of article: The article is intended to be used for studies of cell division, protozoan development, cytological localization of enzymes in hepatomas, virion morphology and nucleic acid structure, bacterial cell wall structure, striation spacing in fatigued metal, and crystallite sizing and topography. The proposed research will include the following:

1. A study of the comparative cytology and evolutionary affinities of the coccoid, zoospore-producing green algae,
2. Ultrastructure of the Cytoplasmic region containing the cytopharyngeal pouch in *Tetrahymena vorax*,
3. Ultrastructure of the attachment organelle in Oxymonad Flagellates from the Termite Reticulitermes flavipes,
4. Development of the Cytopharyngeal pouch in *Tetrahymena vorax*,
5. Cytochemical localization of Isozymes of aldehyde dehydrogenase in chemically reduced rat hepatomas,
6. Characterization of transducing phages for *Pseudomonas acidovorans*,
7. Cell wall ultrastructure of *Staphylococcus staphylolyticus*,
8. Fatigue crack growth studies, and
9. Crystallite size and surface topography studies of supported metal catalysts by electron microscopy.

In addition, the article will be used in the course introduction to electron microscopy to familiarize the student with as many aspects of electron microscopy as possible, expecially those which deal with the actual operation of the microscope. Application received by Commissioner of Customs: August 22, 1978.

Docket No. 78-00380. Applicant: Texas Research Institute of Mental Sciences, Department of Gerontology, Texas Medical Center, 1300 Moursund Avenue, Houston, Tex. 77030. Article: Electron microscope, model EM 10A and accessories. Manufacturer: Carl Zeiss, West Germany. Intended use of article: The article is intended to be used to study a variety of human and animal tissues including brain, liver, kidney, heart, and skeletal muscle. Subcellular fractions prepared from brain homogenates will also be examined. Subcellular processes associated with aging in the brain and other organs of both human and animal origins will be investigated. Also, studies will be conducted to further basic knowledge of molecular pharmacology and long-term drug effects on the subcellular oganization of susceptible target tissues such as the brain and other vital organs of the body. Application received by Commissioner of Customs: August 23, 1978.

Docket No. 78-00381. Applicant: Mount Holyoke College, Department of Chemistry, Carr Laboratory, South Hadley, Mass. 01075. Article: Nuclear magnetic resonance spectrometer, model FX 900 and accessories. Manufacturer: JEOL Analytical Instruments, Inc., Japan. Intended use of Article: The article is intended to be used to carry out a number of collaborative investigations convering a wide range of organic chemistry, inorganic chemistry, analytical chemistry, biochemistry, and pharmacology. The experiments to be conducted will include:

A. Measurement of ^{1}H, ^{13}C, ^{2}H, ^{19}F, ^{10}B, ^{15}N, ^{17}O, ^{31}P, ^{113}Cd, ^{23}Na, ^{35}Cl, and ^{133}Cs chemical shifts with and without shift reagents present.

B. Measurement of coupling constants between ^{1}H and ^{1}H, ^{13}C, ^{19}F, ^{15}N, and ^{31}P.

C. Measurement of spin lattice relaxation times, T_1 and the spin lattice relaxation time in the rotating coordinate system, $T_{1\rho}$, of ^{13}C, ^{1}H and ^{19}F to determine the relationship between T_1's and conformations.

D. Measurement of nuclear Overhauser enhancement of ^{13}C and ^{15}N signals while irradiating ^{1}H resonances.

E. Measurement of ^{1}H-^{13}C coupling constants in complex molecules such as steroids using spin-echo techniques.

The primary purpose of these studies is to determine the conformations and configurations of molecules in solution and to study their reactions. The article will also be used for educational purposes in the courses Chem. 332. Nuclear Magnetic Resonance Spectroscopy, Chem 295 Independent Study, Chem 395. Independent Study, Chem 324 Advanced Techniques in Organic Chemistry Laboratory, and Chem 341 Graduate Research. Application received by Commissioner of Customs: August 23, 1978.

Docket No. 78-00382. Applicant: University of Kansas Medical Center, College of Health Sciences and Hospital, 39th and Rainbow Boulevard, Kansas City, Kans. 66103. Article: LKB 14800-3/Cryokit and accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The article is intended to be used for investigations that include ultrastructural studies on normal and pathologic animal tissues, viral infected cells, cyto and histochemical studies on enzyme and subcellular organelle localization in cells and tissues, membrane interactions at host cell and viral interfaces, and subcellular changes in cells induced by changes in their biochemical and physical environment due to the presence of tumor viruses. The experiments will be conducted in order to further basic knowledge on cell and tissue ultrastructure in the frozen state to reveal enzyme localization and distribution in cells and tissues under normal and pathological conditions. The article will also be used in a course entitled "Ultrastructural Histology" which involves a study of general principles on techniques and the use of the electron microscope to study the fine structure of cells and various subcellular organelles and the employment of cytochemical staining methods to localize various enzymes. Application received by Commissioner of Customs: August 23, 1978.

Docket No. 78-00383. University of Kansas Medical Center College of Health Science and Hospital, 39th and Rainbow Boulevard, Kansas City, Kans. 66103. Article: LKB 2128-010/Ultrotome IV ultramicrotome and accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The article is intended to be used to section animal and viral tissues which have been embedded in hardened epoxy resins. These specimens will be used for investigations that include ultrastructural studies on normal and pathologic animal tissues,

developmental studies on viral systems, cyto and histochemical studies on enzyme and subcellular organelle localization in cells and tissues, membrane interactions at host cell and viral interfaces, and subcellular changes in cells induced by changes in their biochemical and physical environments due to the presence of tumor viruses. In addition, the article will be used in a course entitled "Ultrastructural Histology" which involves a study of general principles on techniques and the uses of the electron microscope to study the fine structure of cells and various subcellular organelles and the employment of cytochemical staining methods to localize various enzymes. Application received by Commissioner of Customs: August 23, 1978.

Docket No. 78-00384. Applicant: New Jersey Institute of Technology, Chemistry Division, 323 High Street, Newark, N.J. 07102. Article: LKB 8721-4 Closed bomb reaction calorimetric assembly and accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The foreign article is intended to be used in calorimetric studies of strained bridgehead lactams, such as, 6, 6-dimethy-1-azabicyclo (2.2.2.) octan-2-one which exhibits reduced (or zero) pi resonance stabilization since its amide linkage is severely twisted. The enthalpies of combustion and vaporization will be obtained. This research will be also be extended to include the compounds required in the synthesis of the 6, 6-dimethyl-1-azabicyclo (2.2.2.) octan-2-one parent molecule, 1-Azabicyclo (3.3.1) nonan-2-one which exhibits another unique twisted pi linkage, and 1-azabicyclo (3.2.2.) nonan-2-one which when the ΔH_f values are compared with 6, 6-dimethyl-1-azabicyclo (2.2.2.) would provide some quantitation of Wiseman's rule which explains stability and transient nature of its isomers. The foreign article will also be used in education; two courses Chemistry 491/492 Undergraduate Chemistry Research and in Masters and Doctoral Degree Research. Application received by Commissioner of Customs: August 23, 1978.

Docket No. 78-00385. Applicant: University of Connecticut Health Center, 263 Farmington Avenue, Farmington, Conn. 06032. Article: JEM-100CX Electron microscope with slide entry eucentric goniometer and accessories. Manufacturer: JEOL Ltd., Japan. Intended use of article: The article is intended to be used for the following research purposes:

(1) Analyses of the control of microtubule assembly in human leukocytes,

(2) Interactions between microtubules, microfilaments, and membranes during Concanavilin A induced "capping" and phagocytosis,

(3) Correlative studies of leukocyte shape, membrane flow, and ligand redistribution during Con A induced capping and phagocytosis,

(4) The organization of the erythrocyte cytoskeleton using transmission microscopy of thin section, negative staining, freeze-fracture and surface replicas of derived structures from erythrocytes,

(5) Analysis of lectin receptors on erythrocytes using high resolution localization by transmission and scanning modes of immunochemically labeled ligands,

(6) In vitro interactions between cytoskeletal elements and membrane,

(7) Actin polymerization onto membranes, and

(8) Analysis of the contractile mechanism of muscle utilizing negatively stained, thin sectioned, and freeze-fracture replicas of intact and isolated, purified and reconstituted components of the contractile apparatus of smooth and skeletal muscle.

The article will also be used in the course "Medical Science 388" to provide a background to the operation of instrumentation and methods of preparation for electron microscopy, and (2) practical experience in the operation of the electron microscope and auxillary equipment, and in diverse methods of preparation of biological materials. Application received by Commissioner of Customs: August 24, 1978.

(Catalog of Federal Domestic Assistance Program No. 11.105, Importation of Duty-Free Educational and Scientific Materials.)

RICHARD M. SEPPA,
Director, Statutory Import Programs Staff.

[FR Doc. 78-26413 Filed 9-19-78; 8:45 am]

[3510-25]

UNIVERSITY OF KANSAS MEDICAL CENTER, COLLEGE OF HEALTH SCIENCE AND HOSPITAL, ET AL.

Applications for Duty Free Entry of Scientific Articles

The following are notices of the receipt of applications for duty-free entry of scientific articles pursuant to section 6(c) of the Educational, Scientific, and Cultural Materials Importation Act of 1966 (Pub. L. 89-651; 80 Stat. 897). Interested persons may present their views with respect to the question of whether an instrument or apparatus of equivalent scientific value for the purposes for which the article is intended to be used is being manufactured in the United States. Such comments must be filed in triplicate with the Director, Statutory Import Programs Staff, Bureau of Trade Regulation, U.S. Department of Commerce, Washington, D.C. 20230, on or before October 10, 1978.

Regulations (15 CFR 301.9) issued under the cited Act prescribe the requirements for comments.

A copy of each application is on file, and may be examined between 8:30 a.m. and 5:00 p.m., Monday through Friday, in Room 6886C of the Department of Commerce Building, 14th and Constitution Avenue NW., Washington, D.C. 20230.

Docket No. 78-00386. Applicant: University of Kansas Medical Center, College of Health Science and Hospital, 39th and Rainbow Blvd., Kansas City, Kans. 66103. Article: Electron Microscope, Model JEM-100S and accessories. Manufacturer: Jeol Ltd., Japan. Intended use of Article: The article is intended to be used for the study of ultrastructure of biological materials from all areas with emphasis on the study of tumor viruses and cells. Experiments involving characterization of tumor cells in vitro will be conducted to perfect these techniques so that new information may be obtained regarding the transformation of normal to malignant cells at the ultrastructural level. The article will also be used for technical, faculty and graduate student instruction in ultra technique in courses in Ultrastructural Histology. Application received by Commissioner of Customs: August 24, 1978.

Docket No. 78-00387. Applicant: East Los Angeles College, Department of Life Sciences, Allied Health Sciences, K-8 103, 1301 E. Brooklyn Ave., Monterey Park, Calif. 91754. Article: LKB 8800A Ultrotome III Ultramicrotome and Accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The article is intended to be used to train students in the use and application of electron microscopy and to use the electron microscope in solving individual research problems in various courses in an electron microscopy program. Instruction is given in the preparation and the examination of speciments as well as the basic principles of electron microscopy. Application received by Commissioner of Customs: August 24, 1978.

Docket No. 78-00388. Applicant: Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, N.J. 07430. Article: LKB 8800A Ultrotome III Ultramicrotome and accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The article is intended to be used to section biological materials that have been embedded in an appropriate resin. These specimens will then be used in investigations that include ultrastructural studies on normal and pathologic plant and animal tissues, developmental studies on fungal systems, cyto and histochemical studies on enzyme and subcellular organelle localization in cells and tissues, membrane interactions at hostparasite interfaces, and subcellular changes in cells induced by changes in their biochemical and physical environments. The article will also be used in the

courses, Introduction of Electron Microscopy and Advanced Electron Microscopy I, II, and III which will involve a study of general principles on techniques and the use of the electron microscope to study the fine structure of tissues and cells and various subcellular organelles and the employment of cytochemical staining methods to localize various constituents. Application received by Commissioner of Customs: August 24, 1978.

Docket No. 78-00389. Applicant: St. John Hospital, 22101 Moross Road, Detroit, Mich. 48236. Article: LKB 8800A Ultrotome III Ultramicrotome and accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The article is intended to be used to section materials which have been embedded in hardened epoxy resins. Investigations will include ultrastructural studies on normal and pathological human and animal tissues, studies on cyto and histochemical properties as well as enzyme and immunopathological features of cells and tissues, and ultrastructural changes in cells induced by various naturally occurring experimental pathological environmental factors. The objective pursued in the course of these investigations is to understand early pathological alterations in tissues (as induced in animal models) and to correlate these changes with clinical alterations seen in human disease tissues. In addition, the article will be used to train students in the general principles and techniques of the use of electron microscopy, to study the fine structure of cells and various subcellular organelles, and the employment of cytochemical staining methods to localize various enzymes and antigens. Courses in Ultrastructure, and Ultrastructural Histopathology are situations in which the instrument will be used, in addition to diagnostic histopathology. Application received by Commissioner of Customs: August 28, 1978.

Docket No. 78-00390. Applicant: Michael Reese Hospital and Medical Center, 2929 S. Ellis Ave., Chicago, Ill. 60616. Article: LKB 8800A Ultrotome III Ultramicrotome and accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The article is intended to be used to section bone cartilage specimens which will be used for ultrastructural studies including histochemical and morphometric analysis of hormonally stimulated specimens using organ culture techniques. Application received by Commissioner of Customs: August 24, 1978.

Docket No. 78-00391. Applicant: University of Albama in Birmingham, University Station, Birmingham, Ala. 35294. Article: LKB 8800A Ultrotome III Ultramicrotome and accessories. Manufacturer: LKB Produkter AB, Sweden. Intended use of article: The article is intended to be used for investigations that will include ultrastructural studies on normal and pathologic human and animal tissues, cyto and histochemical studies on enzyme antigens and subcellular organelle localization in cells and tissues, and subcellular changes in cells induced by change in their biochemical and physical environments. The objective pursued in the course of these investigations is to understand early pathological alterations in tissues (as induced in animal models) and to correlate these changes with clinical alterations seen in human diseased tissues. In addition, the article will be used in the courses Ultrastructure and Cytochemistry to train students in the use and application of electron microscopy and to the electron microscope in solving individual research problems. Application received by Commissioner of Customs: August 24, 1978.

Docket No. 78-00393. Applicant: Ohio State University, Botany Department, 1735 Neil Avenue, Columbus, Ohio 43210. Article: Electron Microscope, Model H-300 and accessories. Manufacturer: Hitachi (Perkin-Elmer) Japan. Intended use of article: The article is intended to be used to support the following research project: (1) An ultrastructural analysis of Paniceae (Gramineae), (2) membrane ultrastructure in response to TIBA and Ca^{2+}, (3) ultrastructural studies of the green algae, (4) Gametophyte development in ferns, (5) ultrastructural studies of aquatic fungi, and (6) electron microscopy of carboniferous pollen. The article will also be used in the course Electron Microscopy for Botanists, 693 to train students in electron microscopy techniques. Application received by Commissioner of Customs: August 28, 1978.

Docket No. 78-00394. Applicant: University of California—Los Alamos Scientific Laboratory, P.O. Box 990, Los Alamos, NM 87545. Article: 3(Three) each CO_2 Lasers, TEA 103-2 and accessories. Manufacturer: Lumonics Research Ltd., Canada. Intended use of article: The article is intended to be used to demonstrate the scientific and economic feasibility of laser-induced separation of uranium isotopes. The articles will be the basic tools for generating the necessary wavelengths for a selective photoseparation process. Application received by Commissioner of Customs: August 28, 1978.

Docket No. 78-00400. Applicant: Massachusettes Institute of Technology, 77 Massachusetts Ave., Cambridge, Mass. 02139. Article: 500 KV Metalclad Test Transformer Type TES 510/90BM and accessories. Manufacturer: Messwandler-Bau GMBH, West Germany. Intended use of article: The article is intended to be integrated into and existing Extra-High Voltage test facility at the MIT high Voltage Research Laboratory to allow high voltage research studies under AC as well as DC. These studies are primarily concerned with electrical insulation and high voltage techniques in which electrical breakdown and loss mechanisms are investigated. Initial work with the article will be directed at improving the insulating performance of SF_6 gas-insulated, electric power transmission cables. In addition, the article will be used for educational studies in the field of electrical engineering and physics particularly insulation and electrical discharges. Application received by Commissioner of Customs: August 28, 1978.

Docket No. 78-00401. Applicant: National Bureau of Standards, Washington, D.C. 20234. Article: Automatic Inductive ratio-arm bridge, Model A7. Manufacturer: Automatic Systems Laboratories, United Kingdom. Intended use of article: The article is intended to be used to make precise temperature measurements at several locations in a heat-flow calorimeter on a continuous basis for periods of several days, or in the case of half-life determinations for periods of several months. The calorimeter will in turn be used to accurately measure the heat produced in radioactive specimens and to relate these values to electrical standards. Application received by Commissioner of Customs: August 30, 1978.

(Catalog of Federal Domestic Assistance Program No. 11.105, Importation of Duty-Free Educational and Scientific Materials)

RICHARD M. SEPPA,
Director,
Statutory Import Programs Staff.

[FR Doc. 78-26414 Filed 9-19-78; 8:45 am]

[3510-25]

COMMITTEE FOR THE IMPLEMENTATION OF TEXTILE AGREEMENTS

CERTAIN TEXTILE PRODUCTS EXPORTED TO THE UNITED STATES FROM THE REPUBLIC OF THE PHILIPPINES

New Visa and Exempt Certification

SEPTEMBER 14, 1978.

AGENCY: Committee for the Implementation of Textile Agreement.

ACTION: Announcing a new export visa and certification for exempt textile products, exported to the United States from the Republic of the Philippines.

SUMMARY: The Government of the republic of the Philippines has informed the Government of the United States that it is using a new export visa for cotton, wool, and manmade

fiber textile products which are subject to the terms of the Bilateral Cotton, Wool and Man-Made Fiber Textile Agreement of October 15, 1975, as amended and extended. A new certification is also being used for textile products which are exempt from the agreement.

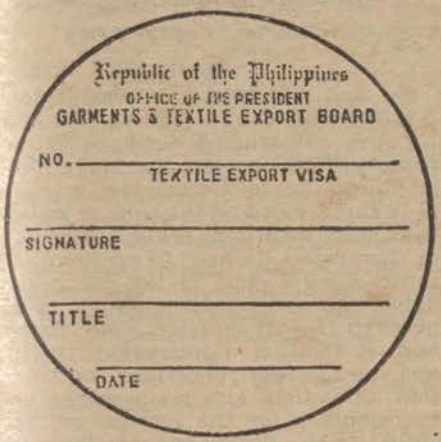
EFFECTIVE DATE: September 20, 1978, for merchandise exported on and after June 22, 1978. Merchandise exported before June 22, 1978, which is accompanied by the previously authorized visa or exempt certification will not be denied entry for consumption, or withdrawal from warehouse for consumption, provided all other visa and certification requirements have been met.

SUPPLEMENTARY INFORMATION: On September 9, 1976, a letter was published in the FEDERAL REGISTER (41 FR 38205) from the Chairman of the Committee for the Implementation of Textile Agreements to the Commissioner of Customs, which established an export visa requirement and a certification for exempt textile products, produced or manufactured in the Republic of the Philippines and exported to the United States. The letter published below directs the Commissioner of Customs to prohibit entry for consumption, or withdrawal from warehouse for consumption, of cotton, wool, and manmade fiber textile products, produced or manufactured in the Philippines and exported to the United States on and after June 22, 1978, that are not accompanied by the new visa or certification. It further directs that merchandise exported before June 22, 1978, that is accompanied by the previously authorized visa or certification shall not be denied entry, provided all other requirements have been met. Facsimiles of the new visa and certification stamps accompany this notice.

FOR FURTHER INFORMATION CONTACT:

Donald R. Foote, International Trade Specialist, Office of Textiles, U.S. Department of Commerce, Washington, D.C. 20230, 202-377-5423.

ROBERT E. SHEPHERD,
Chairman, Committee for the Implementation of Textile Agreements, and Deputy Assistant Secretary for Domestic Business Development.



SEPTEMBER 14, 1978.

COMMISSIONER OF CUSTOMS,
Department of the Treasury,
Washington, D.C.

DEAR MR. COMMISSIONER: This directive amends, but does not cancel, the directive of August 31, 1976, from the Chairman, Committee for the Implementation of Textile Agreements, that directed you to prohibit entry into the United States for consumption, and withdrawal from warehouse for consumption, of cotton, wool and manmade fiber textile products in certain specified categories, produced of manufactured in the Republic of the Philippines, for which the Government of the Republic of the Philippines had not issued a visa or exempt certification.

Under the terms of the Arrangement Regarding International Trade in Textiles done at Geneva on December 20, 1973, as extended on December 15, 1977, pursuant to the Bilateral Cotton, wool and ManMade Fiber Textile Agreement of October 15, 1975, as amended and extended, between the Governments of the United States and the Republic of the Philippines; and in accordance with the provisions of Executive Order 11651 of March 3, 1972, as amended by Executive Order 11951 of January 6, 1977, the directive of August 31, 1976 is hereby amended, effective on September 20, 1978, to provide for the use of new visa and certification stamps by the Government of the Republic of the Philippines for merchandise exported on and after June 22, 1978. Merchandise exported before June 22, 1978 shall not be denied entry for consumption, or withdrawal from warehouse for consumption, provided all other requirements have been met. The new visa and certification stamps are the same as those used previously by the Government of the Republic of the Philippines except that the following has been added to each: Office of the President, Garments and Textile Export Board.

The action taken with respect to the Government of the Republic of the Philippines and with respect to imports of cotton, wool and manmade fiber textile products from the Republic of the Philippines has been determined by the Committee for the Implementation of Texile Agreements to involve foreign affairs functions of the United States. Therefore, the directions to the Commissioner of Customs, being necessary to the implementation of such actions, fall within the foreign affairs exception to the rulemaking provisions of 5 U.S.C. 553. This letter will be published in the FEDERAL REGISTER.

Sincerely,

ROBERT E. SHEPHERD,
Chairman, Committee for the Implementation, of Textile Agreements, and Deputy Assistant, Secretary for Domestic Business Development.

[FR Doc. 78-26271 Filed 9-19-78; 8:45 am]

[1505-01]

DEPARTMENT OF ENERGY

Economic Regulatory Administration

REFINERS' CRUDE OIL ALLOCATION PROGRAM

Allocation Period of October 1, 1978 Through March 31, 1979

In FR Doc. 24786, appearing at page 39411 in the issue of September 5, 1978, on page 39413, in the table entitled "Crude oil allocation program for the period," in the second entry under "Sales obligation (barrels)" the number "1,038,033" should be corrected to read, "1,038,003."

[6740-02]

Federal Energy Regulatory Commission

[Docket Nos. CP71-68 et al.; CP71-290 et al.]

COLUMBIA LNG CORP. AND CONSOLIDATED SYSTEM LNG CO.

Declaratory Order Establishing Rates and Accounting Treatment for LNG Plant Testing

SEPTEMBER 12, 1978.

On May 19, 1978, Columbia LNG Corp. (Columbia) filed a petition in docket No. CP71-68 et al., requesting a declaratory order approving plant testing procedures and reasonable rates to be charged during plant testing. Consolidated System LNG Co. (Consolidated) filed in docket No. CP71-290, et al., a similarly styled petition on May 24, 1978. Because these petitions involve common questions of law and fact we shall address both by this order.

Generally, petitioners ask for an interpretation of previous Commission

orders in these dockets [1] and certain gas plant instructions [2] to insure that petitioners' plant testing and startup procedures are appropriately treated for rate and accounting purposes.

Columbia and Consolidated are joint owners of a LNG terminal and regasification facility at Cove Point, Md. LNG was first received at Cove Point from Arzew, Algeria, on March 13, 1978. Because operational constraints require the maintenance of cryogenic conditions at the plant, the first shipment was stored at Cove Point until the second shipment was received from Arzew on May 20, 1978. At that time, deliveries of regasified LNG from Cove Point commenced.

The Commission's prior orders in these dockets [3] required petitioners to place their respective LNG sales tariffs into effect upon the commencement of deliveries from Cove Point. Under a literal reading of these prior orders Columbia and Consolidated should have placed the Cove Point plant "inservice" and their respective LNG tariffs into effect on May 20, 1978.

Petitioners point out, however, that 18 CFR, Part 201, Gas Plant Instruction 9D provides for the testing of equipment prior to placing it in service. Petitioners request authorization to complete testing procedures prior to placing the Cove Point plant in service and prior to making their respective tariffs effective.

During such testing period, Columbia proposes to charge its customer, Columbia Gas Transmission Corp., $2 per Mcf [4] for all deliveries of regasified LNG, provided that the total billing during the plant testing period will not exceed the amount that would have been billed under Columbia LNG's tariff had the tariff been in effect during such period. Consolidated proposes to bill its customer, Consolidated Gas Supply Corp., at the cost of LNG purchased from El Paso-Algeria Corp.[5] Both petitioners propose that allowance for funds used during construction (AFUDC) should continue to accrue during the testing. AFUDC plus all revenues received and expenses incurred during the period would be recorded to gas plant accounts.[6]

Consolidated requests that July 1, 1978, be established as the "inservice" date for the Cove Point facility. Columbia, on the other hand, states that it will require 30 days of continuous deliveries at an average of 218 MMcf per day, or one-third of the certificated volume, to adequately test the facilities. It, accordingly, proposes to place the terminal "inservice" on the first day of the calendar month following 30 days of delivery at an average of 218 MMcf per day. Based on Consolidated's projections, however, final testing of the facility should have been completed on July 1, 1978. Consolidated has not subsequently informed the Commission of any modification in its projection.

Having reviewed the pleadings, the Commission finds that the petitioners should be provided a reasonable period to test their facilities prior to placing them "inservice" for rate and accounting purposes. The Commission shall accept Consolidated's proposal to establish July 1, 1978, as the "inservice" date for the Cove Point facility. Columbia's proposal to end the plant testing period after 30 days of continuous deliveries at 218 MMcf per day appears unreasonable because it may result in an indefinite testing period wholly unrelated to the actual readiness of the Cove Point facility. Columbia's proposal in this respect shall be denied. Accordingly, the Commission shall require that both Columbia and Consolidated place their respective LNG tariffs into effect on July 1, 1978.

The Commission notes that both petitions request permission to capitalize testing and operating expenses during the testing period. Neither petition precisely defines what "expenses" would be recorded. The Commission, therefore, shall specify that the expenses recorded for the period shall be limited to actual LNG purchase costs and any other actual, out-of-pocket, operating or testing costs.

In all other respects the petitions shall be granted.

The Commission orders: (A) Columbia and Consolidated shall place their respective LNG tariffs into effect on July 1, 1978.

(B) For accounting and rate purposes the Cove Point LNG facility shall be placed "inservice" on July 1, 1978, at which time accrual of AFUDC and capitalization of construction costs shall terminate.

(C) Prior to July 1, 1978, Columbia and Consolidated shall be permitted to accrue AFUDC and to capitalize construction costs pursuant to gas plant instructions 3(17) and 3(18). Testing and operation expenses incurred prior to July 1, 1978, net of any revenues received, also shall be capitalized pursuant to gas plant instructions, provided however, that expenses associated with the operation of the Cove Point LNG facility prior to the "inservice" date shall be limited to the actual cost of LNG purchases and any other actual, out-of-pocket, operating costs.

(D) Columbia shall be permitted to bill Columbia Gas Transmission Corp. at $2 per Mcf for all revaporized LNG deliveries prior to July 1, 1978, provided, however, that total billings prior to July 1, 1978, shall not exceed the amount that would have been billed had Columbia's tariff been in effect during such period.

(E) For all revaporized LNG deliveries prior to July 1, 1978, Consolidated shall be permitted to bill Consolidated Gas Supply Corp. at a rate per dekatherm equal to Consolidated's purchase cost per dekatherm for LNG.

(F) The Secretary shall cause prompt publication of this order in the FEDERAL REGISTER.

By the Commission.

KENNETH F. PLUMB,
Secretary.

[FR Doc. 78-26374 Filed 9-19-78; 8:45 am]

[1] Issued Feb. 6, 1978, in docket No. CP71-68 and Apr. 3, 1978, in docket No. CP71-290.

[2] 18 CFR Part 201, Gas Plant Instructions 3(17), 3(18) and 9D.

[3] Cited in footnote 1, supra.

[4] This amount is equal to the average cost per Mcf of revaporized LNG as estimated in Columbia Gas Transmission Corp.'s filing of Nov. 30, 1977, in docket No. RP78-20.

[5] Consolidated estimates that this price will be approximately $1.20 per MMBtu.

[6] Pursuant to 18 CFR, Part 201, Gas Plant Instructions 3(17) and 3(18).

[6740-02]

[Project No. 2545]

WASHINGTON WATER POWER CO.

Order Granting Extension of Time

SEPTEMBER 7, 1978.

On July 17, 1978, the Washington Water Power Co. (Licensee), Licensee for the constructed Spokane River project (FERC project No. 2545), filed an application for Commission approval to further extend the time in which to comply with item (2) of article 34 [1] of the project license.[2] In addition, Licensee filed a copy of the memorandum of agreement, dated July 3, 1976, between the Washington State Parks and Recreation Commission (PRC) and the Licensee concerning construction, operation, and maintenance responsibilities for the recreational facilities at the Riverside State Park, in

[1] ART. 34. Licensee shall consult and cooperate with appropriate Federal, State, and local agencies in analyzing the need for any additional recreational development at the project, and shall, within 1 year from the date of this order: (1) File the results of the review of the Long Lake recreation plan, as described on p. 17 of the exhibit R; (2) file for Commission approval, as an amendment to the exhibit R: (a) Plans for any additional recreation facilities to be developed at the project, and (b) a construction schedule for any public recreation areas to be developed at the project; and (3) file a copy of any agreements between the Licensee and Federal, State, or local agencies for the construction, operation, or maintenance of existing or proposed recreational facilities at the project.

[2] Authority to act on this matter is delegated to the Director, Office of Electric Power Regulation, under sec. 3.5(g) of the Commission's regulations, 18 CFR 3.5(g) (as amended Aug. 14, 1978).

the vicinity of Long Lake and Nine Mile developments, pursuant to item (3) of article 34. On March 30, 1978, pursuant to item (1) of article 34, Licensee filed a copy of a letter from the Bureau of Outdoor Recreation (now Heritage Conservation and Recreation Service (HCRS)) setting forth the Bureau's recommendations resulting from its review of the Long Lake recreation plan.

On July 12, 1978, the Washington, D.C., a representative for the Licensee had requested an extension of time with which to comply with article 34 of the License. By letter dated August 2, 1978, the Secretary of the Commission granted the request for the extension of time until September 12, 1978. However, the July 17 request contains information—agency concurrence that recreational development at Long Lake is not now needed—that more fully explains why construction of additional recreational facilities is not necessary at this time. It is appropriate to act upon the July 17 request now.

LONG LAKE RECREATION PLAN

The HCRS, PRC, the Washington State Interagency Committee for Outdoor Recreation, and the Washington Department of Natural Resources have reviewed the Long Lake recreation plan. They note that certain parts of the Long Lake area are utilized in an undeveloped state, and they consider that the area has good potential for future development; however, the lake is subject to a heavy algae bloom during the summer. The agencies concur that further recreational development should be deferred, subject to a comprehensive review in the future of recreation needs, public use pressure, and the agencies' interests. Therefore—on condition that the Licensee continue to review the Long Lake recreation plan in cooperation with HCRS and PRC—the Licensee will be granted an extension of time to file the plans and schedule required by article 34, item (2), until further order of the Commission, or until HCRS or PRC recommends additional recreation facilities. The biennial filing by the Licensee of the form 80 will help to keep the Commission informed on the need for future recreation facilities.

Licensee's filing of its agreement with the State to operate certain project recreation facilities, and a copy of the HCRS report on the review of the Long Lake recreation plan meets the requirements of items (1) and (3) of article 34.

ENVIRONMENTAL IMPACT

This order does not approve any construction, or change in operation and maintenance of the project. Accordingly, approval of the application to extend the time in which to comply with item (2) of article 34 does not constitute a major Federal action significantly affecting the quality of the human environment.

It is ordered that:

(A) The Licensee is granted an extension of time to file the plans and schedule required by item (2) of article 34 of the license for project No. 2545 until further Commission order or until the Heritage Conservation and Recreation Service (HCRS) of the Department of the Interior or the Washington State Parks and Recreation Commission (PRC), recommends additional recreational facilities, subject to the condition in ordering paragraph (B).

(B) The Licensee shall continue to review the Long Lake recreation plan in cooperation with HCRS and PRC to analyze the need for additional recreational development at the project.

WILLIAM W. LINDSAY,
Director, Office of Electric Power Regulation.

[FR Doc. 78-26376 Filed 9-19-78; 8:45 am]

[3128-01]

Office of Hearings and Appeals

CASES FILED WITH THE OFFICE OF HEARINGS AND APPEALS

Week of August 11 Through August 18, 1978

Notice is hereby given that during the week of August 11 through August 18, 1978, the appeals and applications for exception or other relief listed in the appendix to this notice were filed with the Office of Hearings and Appeals of the Department of Energy.

Under the DOE's procedural regulations, 10 CFR, Part 205, any person who will be aggrieved by the DOE action sought in such cases may file with the DOE written comments on the application within 10 days of service of notice, as prescribed in the procedural regulations. For purposes of those regulations, the date of service of notice shall be deemed to be the date of publication of this notice or the date of receipt by an aggrieved person of actual notice, whichever occurs first. All such comments shall be filed with the Office of Hearings and Appeals, Department of Energy, Washington, D.C. 20461.

MELVIN GOLDSTEIN,
Director, Office of Hearings and Appeals.

SEPTEMBER 12, 1978.

APPENDIX.—*List of Cases Received by the Office of Hearings and Appeals*

[Week of Aug. 11 through Aug. 18, 1978]

Date	Name and location of applicant	Case No.	Type of submission
Aug. 11, 1978	Champlin Petroleum Co., Fort Worth, Tex	DXE-1486 and DXE-1487.	Extension of relief granted in *Champlin Petroleum Company*, case Nos. FEE-3459 (decided Dec. 16, 1976) (unreported decision) and FXE-4267 (decided June 30, 1977) (unreported decision). If granted: Champlin Petroleum Co.would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Dover and East Texas plants.
Do	Champlin Petroleum Co., Forth Worth, Tex.	DEE-1488 through DEE-1490.	Price exception (sec. 212.165. If granted: Champlin Petroleum Co. would be permitted to increase its prices to reflect nonproduct cost increases in excess of $0.005 per gallon for natural gas liquid products produced at the Adena, Conroe, and Enid plants.
Do	Crystal Petroleum Co., Washington, D.C	DRH-0081 and DRD-0081.	Motion for an evidentiary hearing and motion for discovery. If granted: An evidentiary hearing would be convened in connection with Crystal Petroleum Co.'s statement of objections regarding the June 20, 1978, proposed remedial order issued to the firm. Crystal Petroleum Co. would also be granted discovery with respect to materials collected and prepared in connection with a DOE audit of the firm.
Do	Independent Refining Corp. Washington, D.C.	DEE-1553	Allocation exception (sec. 211.13). If granted: Independent Refining Corp.would be permitted to increase its base period use of natural gasoline.
Do	National Helium Corp., Liberal, Kans	DXE-1485	Extension of relief granted in *National Helium Corporation*, case No. DXE-0515 (decided Apr. 28, 1978) (unreported decision). If granted: National Helium Corp. would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products.

APPENDIX.—*List of Cases Received by the Office of Hearings and Appeals*—Continued

[Week of Aug. 11 through Aug. 18, 1978]

Date	Name and location of applicant	Case No.	Type of submission
Do	Quincy Oil, Inc., and Taunton Municipal Lighting Plant, Quincy, Mass.	DEX-0102	Supplemental order. If granted: Quincy Oil, Inc., would disclose certain confidential financial information regarding its operations to Taunton Municipal Lighting Plant for the purpose of permitting Taunton to contest a proposed DOE order approving exception relief for Quincy.
Do	Special Counsel for Compliance, Washington, D.C.	DSG-0028	Petition for special redress. If granted: The Office of Hearings and Appeals would promulgate procedures for handling claims for refunds filed by purchasers of Gulf Oil Corp. products in connection with a proposed consent order entered into on July 26, 1978, by the Office of the Special Counsel and Gulf Oil Corp.
Do	Sun Production Co., Washington, D.C	DEE-1483	Exception from the entitlements program. If granted: Sun Oil Co. would be granted an exception from proposed amendments to 10 CFR 211.67 which provide for entitlements obligations for certain nonrefining uses of domestic crude oil.
Do	Sun Co., Inc., Dallas, Tex	DEE-1484	Price exception (sec. 212.165). If granted: Sun Co. Inc., would be permitted to increase its prices to reflect nonproduct cost increases in excess of $0.005 per gallon for natural gas liquid products produced at the Mercer plant.
Do	Time Oil Co, Washington, D.C	DRH-0083 and DRD-0083.	Motion for evidentiary hearing and motion for discovery. If granted: An evidentiary hearing would be convened in connection with Time Oil Co.'s objection to a proposed remedial order issued to Chevron U.S.A., Inc. Time Oil Co. would also be permitted to serve interrogatories on the DOE in connection with that proceeding.
Aug. 14, 1978	Estate of George H. Coates, Dallas, Tex	DXE-1482	Extension of relief granted in *Estate of George H. Coates*, case No. DXE-0686 (decided Apr. 20, 1978) (unreported decision). If granted: The estate of George H. Coates would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products.
Do	Estates of Inez and Loyce Phillips, Austin, Tex.	DXE-1491	Extension of relief granted in *Estates of Inez and Loyce Phillips*, case No. DXE-0545 (decided May 2, 1978) (unreported decision). If granted: The estates of Inez and Loyce Phillips would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products.
Do	El Paso Natural Gas Co., El Paso, Tex	DXE-1589 and DXE-1590.	Extension of relief granted in *El Paso Natural Gas Co.*, case Nos. DXE-0557 and DXE-0558 (decided Apr. 21, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Jal No. 4 and San Juan plants.
Do	Northland Oil & Refining Co., Tulsa, Okla.	DES-0096	Request for stay. If granted: Northland Oil & Refining Co. would be granted a stay of the entitlements purchase obligations pending a decision on its application for exception.
Do	Panhandle Eastern Pipeline Co., Houston, Tex.	DXE-1492, DXE-1493, and DXE-1494.	Price exception (sec. 212.165). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Interstate, North Richland, and Woods plants.
Aug. 15, 1978	Aminoil U.S.A., Inc., Houston, Tex	DXE-1495 through DXE-1500.	Extension of relief granted in *Aminoil U.S.A., Inc.*, case Nos. DXE-0623 through DXE-0628 (decided Apr. 25, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Aline, Fox, Huntington Beach, Inglewood, Taloga, and Tioga plants.
Do	Coline Gasoline Corp., Washington, D.C	DXE-1605	Extension of relief granted in *Coline Gasoline Corporation*, case No. DXE-0516 (decided Apr. 21, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Rincon plant.
Do	Diamond Shamrock Corp., Amarillo, Tex	DXE-1502	Extension of relief granted in *Diamond Shamrock Corporation*, case No. DXE-0614 (decided Apr. 25, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its McKee plant.
Do	Eagle Enterprises, Inc., Portland, Oreg	DRH-0078	Request for evidentiary hearing. If granted: An evidentiary hearing would be convened with respect to Eagle Enterprises, Inc.'s statement of objections to a proposed remedial order issued by DOE region X.
Do	Enkay Corp., Shreveport, La	DXE-1502	Extension of relief granted in *Enkay Corporation*, case No. DXE-0544 (decided Apr. 21, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its East Texas plant.
Do	H.W. Bass & Sons, Inc., Dallas, Tex	DXE-1503	Extension of relief granted in *H.W. Bass & Sons, Inc.*, case No. DXE-0543 (decided Apr. 21, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Walnut Bend plant.
Do	Howell Drilling, Inc., San Antonio, Tex	DRD-0075 and DRH-0075.	Motion for discovery and motion for evidentiary hearing. If granted: An evidentiary hearing would be convened with respect to the proposed remedial order issued to Howell Drilling, Inc., on June 22, 1978. Howell would also be allowed to serve interrogatories on DOE officials and examine documents related to the June 22 proposed remedial order.
Do	Homer T. Moore, Baton Rouge, La	DEE-1608	Price relief (sec. 212.73). If granted: Homer T. Moore would be permitted to sell the crude oil produced from the Eunice-Crowley lease, located in Acadian Parish, La., at upper tier ceiling prices.
Do	Robert W. O'Meara, New Orleans, La	DXE-1552	Extension of relief granted in *Robert W. O'Meara*, 1 DOE par. 81,074 (Feb. 17, 1978). If granted: Robert W. O'Meara would be permitted to sell crude oil produced from the Louisiana Fruit No. 2 lease at upper tier ceiling prices.
Do	Phillips Petroleum Co., Bartlesville, Okla	DXE-1554	Extension of relief granted in *Phillips Petroleum Company*, 1 DOE par. 81,107 (Apr. 11, 1978). If granted: Phillips Petroleum Co. would be permitted to sell the crude oil produced from the Foote lease, located in Oklahoma County, Okla., at upper tier ceiling prices.

APPENDIX.—*List of Cases Received by the Office of Hearings and Appeals*—Continued

[Week of Aug. 11 through Aug. 18, 1978]

Date	Name and location of applicant	Case No.	Type of submission
Do	Shell Oil Co., Houston, Tex	DXE-1504 through DXE-1521.	Extension of relief granted in *Shell Oil Company*, case Nos. FXE-4666, FXE-4667 FXE-4677, and FXE-4679 (decided Nov. 4, 1977) case No. DEE-1060 (decided Feb. 27, 1978) (unreported decision) case Nos. DXE-0592 through DXE-0595, DXE-0597 through DXE-0600, DXE-0602, DXE-0603, DXE-0607, DXE-0609 and DXE-0610 (decided Apr. 21, 1978) (unreported decisions). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Black Bayou, Bryans Mill, Camargo, Chalkley, Enville, Fashing, Grand Chenier, KNDU, Lirette, Mermentau, O'Keene, Prentice, Red Fish Bay, Tallahala, TXL, Van, Weeks Island, and West Seminole plants.
Do	Shell Oil Co., Houston, Tex	DEE-1522	Price exception (sec. 212.165). If granted: Shell Oil Co. would be permitted to increase its prices to reflect nonproduct cost increases in excess of $0.005 per gallon for natural gas products produced at the Yates plant.
Do	Signal Petroleum, New Orleans, La	DXE-1523	Extension of relief granted in *Signal Petroleum*, case No. DXE-0735 (decided Apr. 20, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Lake Washington plant.
Do	Southland Royalty Co., Fort Worth, Tex	DXE-1555	Extension of relief granted in *Southland Royalty Company*, 1 DOE par. 81,100 (Mar. 22, 1978). If granted: Southland Royalty Co. would be permitted to sell the crude oil produced from the Aztec Totah unit, located in San Juan County, N. Mex., at upper tier ceiling prices.
Do	Standard Oil Co. (Indiana), Chicago, Ill	DXE-1524 through DXE-1529.	Extension of relief granted in *Standard Oil Co. (Indiana)*, case Nos. DXE-0647, DXE-0649, DXE-0650, DXE-0653, DXE-0654 and DXE-0656 (decided Apr. 20, 1978) (unreported decisions). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Cotton Valley, Luby, Old Ocean, South Pecan Lake, Thibodaux, and West Bastion Bay plants.
Do	Standard Oil Co. (Indiana) Chicago, Ill	DEE-1556	Price exception (sec. 212.165). If granted: Standard Oil Co. (Indiana) would be permitted to increase its prices to reflect nonproduct cost increases in excess of $0.005 per gallon for natural gas liquid products produced at the Yscloskey Gas Processing Plant.
Do	Tenneco Oil Co., Houston, Tex	DXE-1557	Extension of relief granted in *Tenneco Oil Company*, 1 DOE par. 81,109 (Apr. 11, 1978). If granted: Tenneco Oil Co. would be permitted to sell the crude oil produced from the South Coast unit, located in St. Mary's Parish, La. at upper tier ceiling prices.
Do	Union Oil Co. of California, Los Angeles, Calif.	DXE-1530 through DXE-1550.	Extension of relief granted in *Union Oil Co. of California*, case Nos. DXE-0759, DXE-0761 through DXE-0779 (decided on Apr. 25, 1978) (unreported decision) case No. DEE-0395 (decided May 3, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Bakke, Bryans Mill, Caddo, Camrick, Coalinga, Como, Cotton Valley, Dollarhide, Gillette, Houma, Kettleman Hills, Lisbon, Mermentau, North Okarche, Putnam Oswego, Santa Clara, Santa Maria, Stearns, Timbalier Bay, Van, and Warland plants.
Do	Well-Gas, Inc., of Texas, Dallas, Tex	DXE-1551	Extension of relief granted in *Well-Gas, Inc. of Texas*, case No. DXE-0555 (decided Apr. 4, 1978) (unreported decision). If granted: Well-Gas, Inc., of Texas, would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at the Possum Kingdom plant.
Aug. 16, 1978	Allied Chemical Corp., Houston, Tex	DXE-1561 through DXE-1565.	Extension of relief granted in *Allied Chemical Corporation*, case Nos. DXE-0540 through DXE-0542 (decided Apr. 25, 1978) (unreported decisions) case Nos. DEE-0323 through DEE-0324 (decided May 3, 1978) (unreported decisions). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Benedum, Chaney Dell, Sligo, Toca, and Walnut Bend plants.
Do	Atlantic Richfield Co., Dallas, Tex	DXE-1566 through DXE-1577.	Extension of relief granted in *Atlantic Richfield Company*, case Nos. DXE-0668 through DXE-0670, DXE-0672, DXE-0673, DXE-0678 through DXE-0681, DXE-0683 through DXE-0685 (decided Apr. 25, 1978) (unreported decisions). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Bayou Sale, Covington, Crane, Drumright, Eldorado, Midland, North Cowden, Nueces River, Price, Seminole, Spivey, and Swanson River plants.
Do	Continental Oil Co., Houston, Tex	DEE-1610	Price exception (sec. 212.165). If granted: Continental Oil Co. would be permitted to increase its prices to reflect nonproduct cost increases in excess of $0.005 per gallon for natural gas liquid products produced at the Fruita plant.
Do	Craft Petroleum Co., Jackson, Miss	DEE-1558 through DEE-1560.	Price exception (sec. 212.73). If granted: Craft Petroleum Co. would be permitted to sell the crude oil produced from the Bedford 33-11, Hodges 33-10, and Jackson 33-6 wells, located in Franklin County, Miss., at market prices.
Do	Kerr-McGee Corp., Oklahoma City, Okla	DXE-1591 through DXE-1594.	Extension of relief granted in *Kerr-McGee Corp.*, case Nos. DXE-0547 through DXE-0550 (decided Apr. 25, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Beaver, Beaver Creek, Maysville, and Pampa plants.
Do	P & M Petroleum Management, Denver, Colo.	DXE-1606	Price exception (sec. 212.73). If granted: P & M Petroleum Management would be permitted to sell the crude oil produced from the Track No. 1 well, located in Roosevelt County, Mont., at upper tier ceiling prices.

APPENDIX.—*List of Cases Received by the Office of Hearings and Appeals*—Continued

[Week of Aug. 11 through Aug. 18, 1978]

Date	Name and location of applicant	Case No.	Type of submission
Do	Phillips Petroleum Co., Bartlesville, Okla	DEE-1596	Price exception (sec. 212.165). If granted: Phillips Petroleum Co. would be permitted to increase its prices to reflect nonproduct cost increases in excess of $0.005 per gallon for natural gas liquid products produced at the Rollover plant.
Do	Standard Oil Co. (Indiana), Chicago, Ill	DXE-1597 through DXE-1603.	Extension of relief granted in *Standard Oil Co. (Indiana)*, case Nos. DXE-0645, DXE-0648, DXE-0657, DXE-0652, DXE-0834, DXE-0835 and DXE-0655 (decided Apr. 20, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Burnell-N. Pettus, Edgewood, Patterson, S. Gillock, S. Manchester, Toca and Vermillion plants.
Do	Suburban Propane Gas Corp., Morristown, N.J.	DXE-1604	Extension of relief granted in *Suburban Propane Gas Corporation*, case No. DEE-0321 (decided June 26, 1978) (unreported decision). If granted: Suburban Propane Gas Corp. would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at the Martha Berry plant.
Do	Continental Oil Co., Houston, Tex	DXE-1578 through DXE-1588.	Extension of relief granted in *Continental Oil Company*, case Nos. DXE-0630 through DXE-0640 (decided Apr. 25, 1978) (unreported decision). If granted: Continental Oil Co. would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at the Acadia, Burnell N. Pettus, Edmond, Hamlin, Maljamar, North Cowden, North Okarche, Rincon, Sussex, West Seminole, and West World plants.
Do	Northern Natural Gas Co., Omaha, Nebr	DXE-1595	Extension of relief granted in *Northern Natural Gas Co.*, case No. DXE-0734 (decided Apr. 21, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Martin County plants.
Aug. 17, 1978	Damson Oil Corp., Houston, Tex	DXE-1607	Extension of relief granted in *Damson Oil Corporation*, 1DOE par. 81,101 (Apr. 7, 1978). If granted: Damson Oil Corp. would be permitted to sell the crude oil produced from the Venice Beach lease at upper tier ceiling prices.
Do	Laketon Asphalt Refining, Inc., Evansville, Ind.	DEX-0103	Supplemental order. If granted: Laketon Asphalt Refining, Inc., would receive a stay of its entitlement purchase obligations during the period August 1, 1978, through January 31, 1979.
Do	McCulloch Gas Processing Corp., Washington, D.C.	DXE-1617 and DXE-1618.	Extension of relief granted in *McCulloch Gas Processing Corporation*, case Nos. DXE-0538, DXE-0539 (decided Apr. 25, 1978) (unreported decision). If granted: The applicant would be permitted to increase its prices to reflect nonproduct cost increases incurred in producing natural gas liquids and natural gas liquid products at its Gillette and Oedekoven plants.
Do	Piedmont Natural Gas Co., Inc., Greensboro, N.C.	DES-0098 and DST-0098.	Request for stay; request for temporary stay. If granted: Piedmont Natural Gas Co. would receive a stay of the DOE regulations which govern the allocation of propane pending a determination of certain petitions for regulatory relief which the firm has filed with the DOE Economic Regulatory Administration.

Notices of Objection Received Regarding Proposed Remedial Orders

Date	Name and location of applicant	Case No.
Aug. 15, 1978	C. D. Hollingsworth & Associates, Baton Rouge, La	DRO-0094

Notices of Objection Received Regarding Proposed Decisions on Applications for Exception

Aug. 11, 1978	Halliburton/Vessels Gas, Dallas, Tex	DXE-1403
Aug. 15, 1978	Texaco, Inc., Los Angeles, Calif	DEE-1004
Do	Continental Oil Co., Houston, Tex	FEX-0185
Aug. 17, 1978	Crystal Petroleum Co., Washington, D.C	FEE-4108
Do	Kerr-McGee Corp., Washington, D.C	FEE-1074

[FR Doc. 78-26360 Filed 9-19-78; 8:45 am]

[6560-01]

ENVIRONMENTAL PROTECTION AGENCY

[FRL971-5; PP 8G2040/T165]

ESTABLISHMENT OF TEMPORARY TOLERANCES

Pendimethalin

American Cyanamid Co., Agricultural Division, P.O. Box 400, Princeton, N.J. 08540, submitted a pesticide petition (PP 8G2040) to the Environmental Protection Agency (EPA). This petition requested that temporary tolerances be established for residues of the herbicide pendimethalin (*N*-(1-ethylpropyl)-3,4-dimethyl-2,6-dinitro- benzeneamine) in or on the raw agricultural commodities sorghum grain, fodder, and forage at 0.1 part per million (ppm).

These temporary tolerances will permit the marketing of the above raw agricultural commodities when treated in accordance with an experimental use permit that has been issued under the Federal Insecticide, Fungicide, and Rodenticide Act, as amended (86 Stat. 973, 89 Stat. 751; 7 U.S.C. 136(a) et seq.).

An evaluation of the scientific data reported and other relevant material showed that the requested tolerances were adequate to cover residues resulting from the proposed experimental use, and it was determined that the temporary tolerances would protect the public health. The temporary tolerances have been established for the pesticide, therefore, with the following provisions:

1. The total amount of the pesticide to be used must not exceed the quantity authorized by the experimental use permit.

2. American Cyanamid Co. must immediately notify the EPA of any findings from the experimental use that have a bearing on safety. The firm must also keep records of production, distribution, and performance and on request made the records available to any authorized officer or employee of the EPA or the Food and Drug Administration.

These temporary tolerances expire August 24, 1979. Residues not in excess of 0.1 ppm remaining in or on sorghum grain, fodder, and forage after this expiration date will not be considered actionable if the pesticide is legally applied during the term of and in accordance with the provisions of the experimental use permit and temporary tolerances. These temporary tolerances may be revoked if the experimental use permit is revoked or if any scientific data or experience with this pesticide indicates such revocation is necessary to protect the public health. Inquiries concerning this notice may be directed to Mr. Robert Taylor, Product Manager (PM) 25, Registration Division (TS-767), Office of Pesticide Programs, East Tower, 401 M Street SW., Washington, D.C. 20460, 202-426-2632.

(Sec. 408(j), Federal Food, Drug, and Cosmetic Act (21 U.S.C. 346a(j).))

Dated: September 14, 1978.

DOUGLAS D. CAMPT,
Acting Director,
Registration Division.

[FR Doc. 78-26452 Filed 9-19-78; 8:45 am]

[6560-01]

[FRL 971-4; PP 8G2056/T163]

ESTABLISHMENT OF A TEMPORARY EXEMPTION FROM THE REQUIREMENT OF A TOLERANCE

Phytophora Citrophthora MWV Isolate

Abbott Laboratories, Agricultural and Veterinary Products Division, North Chicago, Ill. 60064, submitted a pesticide petition (PP 8G2056) to the Environmental Protection Agency (EPA). This petition requested that a temporary exemption from the requirement of a tolerance be established for residues of the spores *Phytophora citrophthora* MWV isolate (140,000 spores per gram of *Phytophora citrophthora* (milkweed vine race which is equivalent to 6.36×107 spores per pound) (ABG-5001)) when used as a mycoherbicide on citrus fruits.

This temporary exemption from the requirement of a tolerance will permit the marketing of the above raw agricultural commodity when treated in accordance with an experimental use permit that has been issued under the Federal Insecticide, Fungicide, and Rodenticide Act, as amended (86 Stat. 973, 89 Stat. 751; 7 U.S.C. 136(a) et seq.).

Based on an evaluation of the scientific data reported and other relevant material, it was concluded that the requested exemption from the requirement of a tolerance would protect the public health. The temporary exemption has been established for the pesticide, therefore, with the following provisions:

1. The total amount of the pesticide to be used must not exceed the quantity authorized by the experimental use permit.

2. Abbott Laboratories must immediately notify the EPA of any findings from the experimental use that have a bearing on safety. The firm must also keep records of production, distribu-

tion, and performance and on request make the records available to any authorized officer or employee of the EPA or the Food and Drug Administration.

This temporary exemption from the requirement of a tolerance expires August 21, 1980. Residues of the pesticide remaining in or on citrus fruits after this expiration date will not be considered actionable if the pesticide is legally applied during the term of and in accordance with the provisions of the experimental use permit and the temporary exemption. This temporary exemption may be revoked if the experimental use permit is revoked or if any scientific data or experience with this pesticide indicates such revocation is necessary to protect the public health. Inquiries concerning this notice may be directed to Mr. George LaRocca, Acting Product Manager (PM) 23, Registration Division (TS-767), Office of Pesticide Programs, East Tower, 401 M Street SW., Washington, D.C. 20460, 202-755-2196.

(Sec. 408(j), Federal Food, Drug, and Cosmetic Act (21 U.S.C. 346a(j)).)

Dated: September 14, 1978.

DOUGLAS D. CAMPT,
Acting Director,
Registration Division.

[FR Doc. 78-26453 Filed 9-19-78; 8:45 am]

[6560.01]

[FRL 971-3; OPP-33000/556 & 557]

RECEIPT OF APPLICATION FOR PESTICIDE REGISTRATION

Data to be Considered in Support of Applications

On November 19, 1973, the Environmental Protection Agency (EPA) published in the FEDERAL REGISTER (39 FR 31862) its interim policy with respect to the administration of section 3(c)(1)(D) of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended ("Interim Policy Statement"). On January 22, 1976, EPA published in the FEDERAL REGISTER a document entitled "Registration of a Pesticide Product—Consideration of Data by the Administrator in Support of an Application (41 FR 3339). This document described the changes in the Agency's procedures for implementing section 3(c)(1)(D) of FIFRA, as set out in the Interim Policy Statement which were effected by the enactment of the amendments to FIFRA on November 28, 1975 (Pub. L. 94-140), and the regulations governing the registration and reregistration of pesticides which became effective on August 4, 1975 (40 CFR Part 162).

Pursuant to the procedures set forth in these FEDERAL REGISTER documents, EPA hereby gives notice of the applications for pesticide registration listed below. In some cases these applications have recently been received; in other cases, applications have been amended by the submission of additional supporting data, the election of a new method of support, or the submission of new "offer to pay" statements.

In the case of all applications, the labeling furnished by the applicant for the product will be available for inspection at the Environmental Protection Agency, Room 209, East Tower, 401 M Street SW., Washington, D.C. 20460. In the case of applications subject to the section 3 regulations which utilize either the 2(a) or 2(b) method of support specified in the Interim Policy Statement, all data citations submitted or referenced by the applicant in support of the application will be made available for inspection at the above address. This information (proposed labeling and, where applicable, data citations) will also be supplied by mail, upon request. However, such a request should be made only when circumstances make it inconvenient for the inspection to be made at the Agency offices.

Any person who (a) is or has been an applicant, (b) believes that data he developed and submitted to EPA on or after January 1, 1970, are being used to support an application described in this notice, (c) desires to assert a claim under section 3(c)(1)(D) for such use of his data and wishes to preserve his right to have the Administrator determine the amount of reasonable compensation to which he is entitled for such use of the data, or (d) wishes to assert confidential status under section 10 for his data, must notify the Administrator and the applicant named in the notice in the FEDERAL REGISTER of his claim by certified mail. Notification to the Administrator should be addressed to the Process Coordination Branch, Registration Division (TS-767), Office of Pesticide Programs, Environmental Protection Agency, 401 M Street SW., Washington, D.C. 20460. Every such claimant must include, at a minimum, the information listed in the Interim Policy Statement of November 19, 1973.

Specific questions concerning applications made to the Agency should be addressed to the designated product manager (PM), Registration Division (TS-767), Office of Pesticide Programs, at the above address, or by telephone as follows:

PM 12 and 16—202-755-9315.
PM 21 and 22—202-426-2454.
PM 24—202-755-2196.
PM 31 and 32—202-426-2635.
PM 15 and 17—202-426-9427.
PM 23—202-755-1397.
PM 25—202-426-2632.

The Interim Policy Statement requires that claims for compensation be filed on or before November 20, 1978. EPA will not delay any registration pending the assertion of claims for compensation or the determination of reasonable compensation. Inquiries and assertions that data relied upon are subject to protection under section 10 of FIFRA, as amended, should be made on or before October 20, 1978. Registration will be delayed pending resolution of section 10 claims.

Dated: September 14, 1978.

DOUGLAS D. CAMPT,
Acting Director,
Registration Division.

APPLICATION RECEIVED 33000/556

EPA Reg. No. 1016-80. Union Carbide Corp., Agricultural Products Division, 7825 Bay Meadows Way, Jacksonville, Fla. 32216. TEMIK 10% GRANULAR. Active ingredients: Aldicarb [2-methyl-2-(methylthio) propionaldehyde Q-(methylcarbamoyl)-oxime] 10%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Added use. PM12

EPA File Symbol 1258-N. Chemical Specialties, Olin Corp., 120 Long Ridge Road, Stamford, Conn. 06904. TRIADINE-10. Active ingredients: Sodium 2-pyridinethiol-1-oxide 6.4%; Hexahydro-1,3,5-tris (2-hydroxyethyl)-S-Triazine 63.6%. Method of support: Application proceeds under 2(b) of interim policy. PM33

EPA File Symbol 1409-UA. Roberts Consolidated Industries, City of Industry, Calif. 91749. SSC-909 SAP STAIN CONTROL. Active ingredients: Potassium pentachlorophenate 31.2%; Potassium tetrachlorophenate 4.3%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Amendment. PM21

EPA File Symbol 2019-GR. Gaston Johnston Corp., 24-64 45th Street, Long Island City, N.Y. 11103. NO-ROACH II QUALITY INSECT SPRAY. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.250%; 3-phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarbox- ylate 0.143%; Other isomers 0.007%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 2596-AU. Hartz Mountain Corp., 700 South Fourth Street, Harrison, N.J. 07029. HARTZ DOG FLEA & TICK KILLER. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%; N-octyl bicycloheptene dicarboximide 0.220%; 2,3,4,5 bis (2-butylene) tetrahydro-2-furaldehyde 0.200%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 2596-AL. Hartz Mountain Corp. HARTZ CAT FLEA & TICK KILLER. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%; N-octyl bicycloheptene dicarboximide 0.220%; 2,3,4,5 bis (2-butylene) tetrahydro-2-furaldehyde 0.200%. Method of support:

Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 2831-AA. Napasco International, P.O. Box 1219, Thibodaux, La. 70301. INSECT BOMB. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecar- boxylate 0.200%; Related compounds 0.028%; d-trans Allethrin (allyl homolog of Cinerin I) 0.150%; Related compounds 0.012%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 2986-EG. Atlantic Chemicals, Inc., P.O. Box 13085-A, Orlando, Fla. 32859. ATCO 442. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.500%; Related compounds 0.068%; Aromatic petroleum hydrocarbons 0.662%; Petroleum distillate 98.750%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 4000-TG. Southern Chemical Products Co., P.O. Box 205, Macon, Ga. 31202. PYRETHROID 2515 FLYING INSECT KILLER FOR HOUSEHOLD AND INSTITUTIONAL USE ONLY. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.250%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.143%; Other isomers 0.007%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 4000-TU. Southern Chemical Products Co. PYRETHROID 22 INSECT KILLER FOR HOUSEHOLD USE ONLY. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecart ɔx-ylate] 0.200%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarbox- ylate 0.191%; Other isomers 0.009%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA Reg. No. 4682-9. Wilbert Products Co., Inc., 805 East 139th Street, Bronx, N.Y. 10454. WILBERT BRAND ROOM DEODORIZER SPRAY DISINFECTANT. Active ingredients: 0-phenylphenol 0.1%; N-Alkyl (C14 1%, C16 25%, C18 8%, C18 66%)-N-Ethyl Morpholinium ethylsulfate 0.03%; Alcohol 67.87%; Essential oils 0.2%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Formula change. PM32

EPA File Symbol 4816-LUT. Fairfield American Corp., 3932 Salt Road, Medina, N.Y. 14103. TETRALATE 0.25-0.25 INSECTICIDE. Active ingredients: Tetramethrin 0.250%; Related compounds 0.035%; (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.045%; Aromatic petroleum hydrocarbons 8.445%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 5719-TE. Chacon Chemical Corp., Leisure Enterprises, Inc., 2600 Yates Avenue, City of Commerce, Calif. 90040. CHACON HOUSEHOLD INSECT. Active ingredients Tetramethrin [*N*-(hydroxymethyl) -1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.200%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclo-propanecarboxylate 0.191%; Other isomers 0.009%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 5736-AA. DuBois Chemicals, Division of Chemed Corp., Research Laboratory, 3630 East Kemper Road, Sharonville, Ohio 45241. GIS 20. Active ingredients: Tetramethrin [N-(hydroxymethyl)-1-cyclohexene- 1,2-dicarboximide 2,2-dimethyl-3- (2-methylpropenyl) cyclopropanecarboxylate 0.200%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.191%; Other isomers 0.009%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 5887-RRU. Black Leaf Products, 667 North State Street, Elgin, Ill. 60120. BLACK LEAF HOUSE & GARDEN PRESSURIZED SPRAY INSECT KILLER. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 5887-RRL. Black Leaf Products. BLACK LEAF FLY & MOSQUITO KILLER PRESSURIZED SPRAY INSECT BOMB. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropentyl) cyclopropanecarboxylate 0.200%; Related compounds 0.028%; d-trans Allethrin (allyl homolog of Cinerin I) 0.150%; Related compounds 0.012%; Aromatic petroleum hydrocarbons 0.272%; Petroleum distillate 6.500%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 7173-RTO. Chempar Chemical Co., Inc., 260 Madison Avenue, New York, N.Y. 10016. ROZOL MEADOW VOLE BAITS. Active ingredients: 2-[(p-chlorophenyl) phenylacetyl]-1,3-indandione 0.005%. Method of support: Application proceeds under 2(b) of interim policy. PM16

EPA File Symbol 7273-RN. Crown Chemicals, P.O. Box 7532, Rockford, Ill. 61103. PY-FLY II WITH SYNTOX. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%; Aromatic petroleum hydrocarbons 0.331%; Petroleum distillate 99.375%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA Reg. No. 7969-46. BASF Wyandotte Corp., 100 Cherry Hill Road, Parsippany, N.J. 07054. BASALIN. Active ingredients: Fluchloralin [N-(2-chloroethyl)-α,α,α-trifluoro-2,6-dinitro- (N-propyl-*p*-toluidine) 43.0%. Method of support: Application proceeds under 2(a) of interim policy. Republished: Added use. PM25

EPA File Symbol 7992-I. TNT Chemicals Inc., 7301 Northwest, 77th Street, Miami, Fla. 33166. TNT HOUSEHOLD FLYING INSECT KILLER. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-diethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.143%; Other isomers 0.007%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 7992-ER. TNT Chemicals Inc. HOUSEHOLD TNT INSECT KILLER. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-diethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.191%; Other isomers 0.009%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 8118-U. Spitzer Chemical & Pool Supply, 36 Frederick Road, Funkstown, Md. 21734. SODIUM HYPOCHLORITE SOLUTION. Active ingredients: Sodium Hypochlorite 9.2%. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA File Symbol 8730-RL. Herculite Products, Inc., Herculite Protective Fabrics Corp., 1107 Broadway, New York, N.Y. 10010. HERCON LURETAPE COTTON BOLL WEEVIL. Active ingredients: Grandlure (+)-*Z*-2-Isopropenyl-1-methylcyclobutaneethanol 1.0%; *Z*-3,3-dimethyldelta 1-cyclohexaneethanol 1.3%; *Z*-3,3-dimethyl-delta 1-cyclohexaneacetaldehyde 0.5%; *E*-3,3-dimethyl-delta 1-cyclohexaneacetaldehyde 0.5%. Method of support: Application proceeds under 2(a) of interim policy. PM17

EPA File Symbol 8848-GE. Safeguard Chemical Corp., 789 East 144th Street, Bronx, N.Y. 10454. SAFEGUARD CHEMICAL CORPORTATION FLYING INSECT KILLER. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-diethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.191%; Other isomers 0.009%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 9591-GI. Nationwide Chemical Products, P.O. Box 3027, Hamilton, Ohio 45013. PRO-KILL ROACH, FLY & SPACE SPRAY. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%; Aromatic petroleum hydrocarbons 0.331%; Petroleum distillate 99.375%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 9591-GA. Nationwide Chemical Products. PRO-KILL FOGGING INSECTICIDE 002. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200%; Related compounds 0.027%; Aromatic petroleum hydrocarbons 0.265%; Petroleum distillate 99.500%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 9591-GT. Nationwide Chemical Products. PRO-KILL INSECTICIDE SPRAY 001. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropane- carboxylate 0.100%; Related compounds 0.014%;

Aromatic petroleum hydrocarbons 0.132%; Petroleum distillate 99.750%. Method of support: Application proceeds under 2(b) of interim policy. PM17

APPLICATION RECEIVED 33000/557

EPA Reg. No. 100-437. CIBA-GEIGY Corp., P.O. Box 11422, Greensboro, N.C. 27409. PRINCEP 80W. Active ingredients: Simazine: 2-chloro-4,6-bis (ethylamino)-s-striazine 80%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Added use. PM24

EPA File Symbol 100-LOT. CIBA-GEIGY Corp. DUAL 8E HERBICIDE. Active ingredients: Metolachlor (2-chloro-N-(2-ethyl-b-methlyphenyl)-N-(2-methoxy-1-methylethyl) acetamide 86.4%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Added use. PM23

EPA Reg. No. 168-272. Wasatch Chemcal Division, 19795 7W, P.O. Box 6219, Salt Lake City, Utah 84106. MALATHION 5 EMULSIFIABLE. Active ingredients: Malathion (0,0-dimethyl dithiophosphate of diethyl mercaptosuccinate) 57.00%; Aromatic petroleum derivatives 35.00%. Method of support: Application proceeds under 2(b) of interim policy. PM16

EPA Reg No. 239-2211. Chevron Chemical Co., Ortho Division, 940 Hensley Street, Richmond, Calif. 94804. ORTHO DIFOLATAN 4 FLOWABLE DISEASE CONTROL IN CARROTS. Active ingredients: Captafol 39%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Added use. PM21

EPA File Symbol 270-RGO. Farnam Cos., Inc., 2230 East Magnolia Street, Phoenix, Ariz. 85036. COUNTRY DOG FLEA & TICK SHAMPOO II. Active ingredients: N-(Hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.025%; 3-phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.075%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA Reg. No. 279-1512. FMC Corp., Agriculture Chemical Division, 2000 Market Street, Philadelphia, Pa. 19103. SEVIN 50 WETTABLE POWDER. Active ingredients: Carbaryl (1-napthyl N-methylcabamate) 50.00%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Amendment. PM12

EPA File Symbol 334-UUI. Hysan Corp., 919 West 38th Street, Chicago, Ill. 60609. HYSAN FLYING INSECT KILLER 25. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.250%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.143%; Other isomers 0.007%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 334-UUO. Hysan Corporation HYSAN FLYING INSECT KILLER 20. Active ingredients: Tetramethrin [*N*-(hydroxymethl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.200%; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.191%; Other isomers 0.009%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 464-UAU. Dow Chemical Co., Box 1706, Midland, Mich. 48640. TERMITOCIDE CONCENTRATE FOR CONTROL OF SUBTERRANEAN TERMITES. Active ingredients: Chlorpyrifos [0,0-diethyl 0-3,5,6-trichloro-2-pyridyl) phosphorothioate] 41.2%; Xylene 29.5%. Method of support: Application proceeds under 2(b) of interim policy. PM12

EPA File Symbol 478-OG. Realex Corp., 2500 Summit, P.O. Box 78, Kansas City, Mo. 64141. REAL-KILL HOUSEHOLD FLYING INSECT KILLER. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; 3-Pheneoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.143%; Other isomers 0.007%; Petroleum distillate 9.250%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 499-RII. Whitmire research Laboratories, Inc., 3568 Tree Court Industrial Boulevard, St. Louis, Mo. 63122. WHITMIRE PRESCRIPTION TREATMENT NO. 120. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylprophenyl) cyclopropanecarboxylate 2.00%. Method of support: Application proceeds under 2(b) of interim policy.PM17 2(b) of interim policy. PM17

EPA File Symbol 499-RIO. Whitmire Research Laboratories, Inc. WHITMIRE PRESCRIPTION TREATMENT NO. 600. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 499-RON. Whitmire Research Laboratories, Inc. WHITMIRE PRESCRIPTION TREATMENT NO. 601. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%; Aromatic petroleum hydrocarbons 0.331%; Petroleum distillate 6.500%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 499-ROR. Whitmire Research Laboratories, Inc. WHITMIRE PRESCRIPTION TREATMENT NO. 605. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.350%; Related compounds 0.048%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 499-ROE. Whitmire Research Laboratories, Inc. WHITMIRE PRESCRIPTION TREATMENT NO. 620. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200%; Related compounds 0.027%; d-trans Allethrin (allyl homolog of Cinerin I) 0.125%; Related compounds 0.009%; Aromatic petroleum hydrocarbons 0.265%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA Reg. No. 524-308. Monsanto Co., 800 North Lindbergh Boulevard, St Louis, Mo. 63166. ROUND UP HERBICIDE. Active ingredients: Isopropylamine salt of Glyphosate 41.0%. Method of support: Application proceeds under 2(a) of interim policy. Republished: Added use. PM25

EPA Reg. No. 618-75. Merck & Co., Inc., P.O. Box 2000, Rahway, N.J. 07065. MERTECT 340-F FUNGICIDE. Active ingredients: 2-(4-thiazolyl) benzimidazole 42.28%. Method of support: Application proceeds under 2(b) of interim policy. Republished: Added use. PM21

EPA File Symbol 2596-AA. Hartz Mountain Corp., 700 South Fourth Street, Harrison, N.J. 07029. HARTZ DOG FLEA & TICK KILLING SPRAY. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250%; Related compounds 0.034%; N-Octyl bicycloheptene dicarboximide 0.200%; 2,3,4,5 bis (2-butylene Tetrahydro-2-furaldehyde 0.200%. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA File Symbol 7056-OU. CSA Limited, Inc., P.O. Box 38073, Houston, Tex. 77088. CSA INDOOR/OUTDOOR INSECT KILLER No. 3. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200%; Related compounds 0.028%; d-trans Allethrin (allyl homolog of Cinerin I) 0.150%; Related compounds 0.012%; Aromatic petroleum hydrocarbons 0.272%; Petroleum distillate 6.500%. Method of support: Application proceeds under 2(b) of interim policy. PM17

[FR Doc. 78-26450 Filed 9-19-78; 8:45 am]

[6560-01]

[FRL 971-2; OPP-33000/558]

RECEIPT OF APPLICATION FOR PESTICIDE REGISTRATION

Data To Be Considered In Support of Applications

On November 19, 1973, the Environmental Protection Agency (EPA) published in the FEDERAL REGISTER (39 FR 31862) its interim policy with respect to the administration of section 3(c)(1)(D) of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended ("Interim Policy Statement"). On January 22, 1976, EPA published in the FEDERAL REGISTER a document entitled "Registration of a Pesticide Product—Consideration of Data by the Administrator in Support of an Application" (41 FR 3339). This document described the changes in the Agency's procedures for implementing section 3(c)(1)(D) of FIFRA, as set out in the Interim Policy Statement which were effected by the enactment of the amendments to FIFRA on November 28, 1975 (Pub. L. 94-140), and the regulations governing the registration and re-registration of pesticides which became effective on August 4, 1975 (40 CFR Part 162).

Pursuant to the procedures set forth in these FEDERAL REGISTER documents, EPA hereby gives notice of the applications for pesticide registration listed below. In some cases these applications have recently been received; in

other cases, applications have been amended by the submission of additional supporting data, the election of a new method of support, or the submission of new "offer to pay" statements.

In the case of all applications, the labeling furnished by the applicant for the product will be available for inspection at the Environmental Protection Agency, Room 209, East Tower, 401 M Street SW., Washington, D.C. 20460. In the case of applications subject to the section 3 regulations which utilize either the 2(a) or 2(b) method of support specified in the interim policy statement, all data citations submitted or referenced by the applicant in support of the application will be made available for inspection at the above address. This information (proposed labeling and, where applicable, data citations) will also be supplied by mail, upon request. However, such a request should be made only when circumstances make it inconvenient for the inspection to be made at the Agency offices.

Any person who (a) is or has been an applicant, (b) believes that data he developed and submitted to EPA on or after January 1, 1970, are being used to support an application described in this notice, (c) desires to assert a claim under section 3(c)(1)(D) for such use of his data and wishes to preserve his right to have the Administrator determine the amount of reasonable compensation to which he is entitled for such use of the data, or (d) wishes to assert confidential status under section 10 for his data, must notify the Administrator and the applicant named in the notice in the FEDERAL REGISTER of his claim by certified mail. Notification to the Administrator should be addressed to the Process Coordination Branch, Registration Division (TS-767), Office of Pesticide Programs, Environmental Protection Agency, 401 M Street SW., Washington, D.C. 20460. Every such claimant must include, at a minimum, the information listed in the Interim Policy Statement of November 19, 1973.

Specific questions concerning applications made to the Agency should be addressed to the designated Product Manager (PM), Registration Division (TS-767), office of pesticide programs, at the above address, or by telephone as follows:

PM 12 and 16—202/755-9315
PM 21 and 22—202/426-2454
PM 24—202/755-2196
PM 31 and 32—202/426-2635
PM 15 and 17—202/426-9427
PM 23—202/755-1397
PM 25—202/426-2632

The Interim Policy Statement requires that claims for compensation be filed on or before November 20, 1978. EPA will not delay any registration pending the assertion of claims for compensation or the determination of reasonable compensation. Inquiries and assertions that data relied upon are subject to protection under section 10 of FIFRA, as amended, should be made on or before October 20, 1978. Registration will be delayed pending resolution of section 10 claims.

Dated: September 14, 1978.

DOUGLAS D. CAMPT,
Acting Director,
Registration Division.

APPLICATIONS RECEIVED 33000/558

EPA file symbol 2230-UI. Warsaw Chemical Co., Inc., P.O. Box 658, Warsaw, Ind. 46580. Sodium hydrochlorite. Active ingredients: Sodium Hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 5736-AT. Dubois Chemicals, Research Laboratory, 3630 East Kemper Road, Sharonville, Ohio 45241. Flying Insect Killer. Active ingredients; Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexane-1, 2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.25 percent; 3-phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopro- panecarboxylate 0.143 percent; other isomers 0.007 percent; Petroleum distillate 9.250 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 10282-I. Venus Labs, 855 Lively, Wood Dale, Ill. 60101. Residual Insect Killer. Active Ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-)2-methylpropenyl) cyclopropanecarboxylate 0.350 percent; Related compounds 0.048 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 10807-AR. Aero Mist, Inc., 990 Industrial Park Drive, Marietta, Ga. 30062. Misty Dualcide. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.200 percent; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropane- carboxylate 0.191 percent; Other isomers 0.009 percent; Petroleum distillate 9.250 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA Reg. No. 11265-15. Seymour Chemical Associates, Inc., 1609 Arbor Avenue, Highland Park, Ill. 60035. CU-8-10-WP. Active ingredients: Copper 8 quinolinolate 10 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11525-GG. Peterson/Puritan, Inc., Hegeler Lane, Danville, Ill. 61832. P/P Insecticide No. 32. Active ingredients; (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.500 percent; Related compounds 0.068 percent; Aromatic petroleum hydroarbons 0.664 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11525-GU. Peterson/Puritan, Inc. P/P Insecticide No. 33. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.100 percent; Related compounds 0.014 percent; Aromatic petroleum hydrocarbons 0.132 percent; Petroleum distillate 99.750 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11525-GA. Peterson/Puritan, Inc. P/P Insecticide No. 35. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200 percent; Related compounds 0.027 percent; d-trans Allethrin (allyl homolog of Cinerin I) 0.125 percent; Related compounds 0.009 percent; Aromatic petroleum hydrocarbons 0.265 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11525-GT. Peterson/Puritan, Inc. P/P Insecticide No. 36. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200 percent; Related compounds 0.028 percent; d-trans Allethrin (allyl homolog of Cinerin I) 0.400 percent; Related compounds 0.030 percent; Aromatic petroleum hydrocarbons 0.272 percent; Petroleum distillate 6.500 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11525-GI. Peterson/Puritan, Inc. Multicide Intermediate 2084. Active ingredients: Tetramethrin [*N*-(hydroxy-methyl)-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.250 percent; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropane- carboxylate 0.143 percent; Other isomers 0.007 percent; Petroleum distillate 9.250 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11525-GO. Peterson/Puritan, Inc. P/P Household Insect Killer No. 38. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methyl-propenyl) cyclopropanecarboxylate] 0.200 percent; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopro- panecarboxylate 0.191 percent; Other isomers 0.009 percent; Petroleum distillate 9.250 percent. Method of Support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11598-GN. Connecticut Aerosols, Inc., 85 Furniture Row, Milford, Conn. 06460. Flying Cal Insect Killer No. 2 for Household Use only. Active Ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.200 percent; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopro- panecarboxylate 0.191 percent; Other isomers 0.009 percent; Petroleum distillate 9.250 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11598-GR. Connecticut Aerosols, Inc. Household Cal Insect Killer For Household Use Only. Active Ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate] 0.250 percent; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.143 percent; Other isomers 0.007 percent; Petroleum distillate 9.250 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 11623-RR. Apollo Industries, Inc., 4480 Frederick Drive SW., Atlanta, Ga. 30336. Apollo Flying Insect

Killer No. II. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1—cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropeny) cyclopropanecar- boxylate] 0.200 percent; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.191 percent; Other isomers 0.009 percent, Petroleum distillate 9.250 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 12264-RU. Allstate Chemical Corp., Box 7482-A, Houston, Tex. 77008. SS-400 Insecticide With SBP-1382. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250 percent; Related compounds 0.034 percent; Aromatic petroleum hydrocarbons 0.331 percent; Petroleum distillate 99.375 percent. Method of Support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 12310-RO. Misco International Chemicals, Inc., 1021 South Noel Avenue, Wheeling, Ill. 60090. Non-Residual Space Spray Insect Killer. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.250 percent; Related compounds 0.034 percent; Aromatic petroleum hydrocarbons 0.331 percent; Petroleum distillate 99.375 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 31268-RU. Johnson Hayworth Chemicals Co., 705 South Catherine, La Grange, Ill. 60525. J-H No. 6-SBP 1382 Insecticide. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecar- boxylate 0.500 percent; Related compounds 0.068 percent; Aromatic petroleum hydrocarbons 0.662 percent; Petroleum distillate 98.750 percent. Method of Support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 34269-G. Poolside Services, Inc., 121 East Country Road, St. Paul, Minn. 55117. Aqua—Brite. Active ingredients: Sodium hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 35576-R. Enterprise Products, 901 East 3rd Street, Los Angeles, Calif. 90013. Boot HIll Swatter Flying Insect Killer. Active ingredients: Tetramethrin [*N*-(hydroxymethyl)-1-cyclohexene-1,2-dicarboximide 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecar- boxylate] 0.250 percent; 3-Phenoxybenzyl d-cis and trans 2,2-dimethyl-3-(2-methyl- propenyl) cyclopropanecarboxylate 0.143 percent; Other isomers 0.007 percent; Petroleum distillate 9.250 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 36991-E. Chautauqua Swimming Pool & Service, 350 Baker Street, Jamestown, N.Y. 14701. Sodium Hypochlorite 12. Active ingredients: Sodium hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 36999-I. B & M International, Inc., P.O. Box 1116, Thibodaux, La. 70301. Spot Kill Insect Spray. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.200 percent; Related compounds 0.028 percent; d-trans Allethrin (allyl homolog of Cinerin I) 0.150 percent: Related compounds 0.012 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 36999-GE. B & M International, Inc. Aqua Blast Residual Insert Spray. Active ingredients: (5-Benzyl-3-furyl) methyl 2,2-dimethyl-3-(2-methylpropenyl) cyclopropanecarboxylate 0.350 percent; Related compounds 0.048 percent. Method of support: Application proceeds under 2(b) of interim policy. PM17

EPA file symbol 37471-R. Neptune Pool Service, Inc., 4832 Candia Street, Cape Coral, Fla. 33904. Sodium Hypochlorite Solution. Active ingredients: Sodium hypochlorite 9.2 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 38942-R. Swimpul Service, 2815 Genesee Street, Cheektowaga, N.Y. 14225. Swim Chlor. Active ingredients: Sodium hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41619-R. E.J. Miller & Sons Pool Co., RD No. 2, Box 282, Mifflinburg, Pa. 17844. E.J. Miller & Sons Pool Co. Active ingredients: Sodium hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41944-R. Critzer, Inc., 10521 SW. 185 Terrace, Miami, Fla. 33157. Swim Chlor Chlorinating Solution. Active ingredients: Sodium hypochlorite 9 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41969-R. Florida Pool Service, Inc., 2511 Stirling Road, Fort Lauderdale, Fla. 33314. Pool Chlor. Active ingredients: Sodium hypochlorite 9.2 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41970-R. Gorman Co., Inc., 2722 NW. 31st Avenue, Fort Lauderdale, Fla. 33310. Gorman Pool Services. Active ingredients: Sodium hypochlorite 9.2 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41971-R. North Industrial Chemicals, 609 East King Street, York, Pa. 17403. Sodium hypochlorite solution. Active ingredients: Sodium hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41972-R. Pool Plaza, Inc., 20 Stone Road, Rochester, N.Y. 14616. Pool Plaza Chlor-A-Gard. Active ingredients: Sodium hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41973-R. Jim Rodgers Pools, Inc., 805 NE. 125th Street, North Miami, Fla. 33161. J-Chlor Pool Disenfectant. Active ingredients: Sodium hypochlorite 9.2 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41974-R. Singer Island Hardware & Gifts, 1217 East Blue Heron Boulevard, Singer Island, Fla. 33404. Singer Island Hardware and Gifts. Active ingredients: Sodium hypochlorite 9.2 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41977-R. Universal/Landon of Florida, Pool Products, Inc., 1014 NE. 44th Street, Fort Lauderdale, Fla. 33334. Sodium Hypochlorite Solution. Active ingredients: Sodium hypochlorite 9.2 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41978-R. Wecco, Inc., 427 Erlanger Road, P.O. Box C, Erlanger, Ky. 41018 Aqua Pure. Active ingredients: Sodium hypochlorite 12.5 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41985-R Perrine Ace Hardware & Paint, Inc., 9850 Datura Street, Perrine, Fla. 33157. Perrine Hardware Chlorinating Solution. Active ingredients: Sodium hypochlorite 9 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 41986-R. Westwood Hardware, 10941 SW. 40th Street, Miami, Fla. 33165. Westwood Chlorinating Solution. Active ingredients: Sodium hypochlorite 9 percent. Method of support: Application proceeds under 2(b) of interim policy. PM34

EPA file symbol 42113-R. Albar Co., 2016 East 56th Street, Savannah, Ga. 31404. Z-1. Active ingredients: N,N-diethyltoluamide 15 percent; Meta isomer 14.25 percent; Other isomers .75 percent. Method of support: Application proceeds under 2(a) of interim policy. PM17

[FR Doc. 78-26451 Filed 9-19-78 8:45 am]

[6560-01]

[FRL 970-8; OPP-42035B]

STATE OF OKLAHOMA

State Plan for Certification of Commercial and Private Applicators of Restricted Use Pesticides; Approval Status

Section 4(a)(2) of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), as amended (86 Stat. 973; 7 U.S.C. 136 et seq.) and the implementing regulations of 40 CFR part 171, require each State desiring to certify applicators to submit a plan for such purpose, subject to approval by the Environmental Protection Agency (EPA). On January 19, 1977, the Oklahoma State plan was approved contingent upon enactment of proposed legislation and subsequent promulgation of regulations necessary to implement the plan. Notice of contingent approval was published in the FEDERAL REGISTER on January 31, 1977 (42 FR 5719). Subsequently, on June 6, 1978 necessary legislation was enacted and implementing regulations promulgated. The amended State Plan incorporates the following changes from the contingency plan:

1. Written examinations will not be required of private applicators.

2. The dealer permit requirement has been deleted.

3. Four (4) subcategories are added to category number seven (7), the industrial, institutional, structural, and health related pest control category:

(a) General pest.
(b) Termite control.
(c) Fumigation.
(d) Food processing.

4. Two (2) categories of commercial and noncommercial applicators are added:

(11) Bird and predatory animal control.
(12) Timber treating.

5. The term "License" is replaced by the term "Permit."

6. Right of entry for pesticide establishment inspection is added.

These relatively minor revisions were necessary to make the State plan consistent with the final version of the Oklahoma pesticide laws and rules. None of the changes substantially affect the State's basic program or its ability to effectively implement the State plan. Nor do they affect the issues which EPA considers in deciding whether or not to approve a State plan.

Having reviewed the legislation and regulations and finding that all requisite legal authorities required by FIFRA and 40 CFR part 171 are now enacted and promulgated, the Regional Administrator, EPA, Region VI, gives notice that the Oklahoma State plan is now a fully approved State plan.

Dated: September 6, 1978.

ADLENE HARRISON,
Regional Administrator.
EPA, Region 6.

[FR Doc. 78-26454 Filed 9-19-78; 8:45 am]

[6560-01]

[FRL 970-4]

TOTAL MAXIMUM DAILY LOADS UNDER CLEAN WATER ACT

AGENCY: Environmental Protection Agency.

ACTION: Notice.

SUMMARY: The purpose of this notice is to propose for public comment an identification of polutants suitable for total maximum daily load calculations pursuant to the Clean Water Act. The Act requires EPA to develop and publish information "on and the identification of pollutants suitable for maximum daily load measurement correlated with the achievement of water quality objectives." EPA is proposing to identify all pollutants, under proper technical conditions, as being suitable for the calculation of total maximum daily loads. Within 180 days after EPA publishes its final identification, which will occur after consideration of comments on this notice, the Act requires each State to submit its first identification of waters requiring total maximum daily loads and its first load calculations.

DATE: Written public comments should be submitted to the person listed immediately below on or before November 6, 1978.

FOR FURTHER INFORMATION CONTACT:

Tim S. Stuart, Chief, Monitoring Branch (WH-553), Monitoring and Data Support Division, Office of Water Planning and Standards, U.S. Environmental Protection Agency, 401 M Street SW., Washington, D.C. 20460, telephone 202-426-7766.

SUPPLEMENTARY INFORMATION:

I. BACKGROUND

Section 304(a)(2)(D) (33 U.S.C. § 1314(a)(2)(D)) of the Clean Water Act (33 U.S.C. § 1251 et seq.) required that EPA publish an identification of pollutants suitable for total maximum daily load (TMDL) calculation within 1 year of the enactment of the 1972 amendments to the Act. On October 26, 1973, EPA published a notice of availability (38 FR 29646) of a two-Volume document containing a draft identification of pollutants potentially suitable for TMDL calculations. The draft identification was never finalized.

EPA has not considered such finalization a matter of high priority, because many of the practical results of such an action are being accomplished in any event through the State water quality management planning process under sections 208 and 303(e) of the Act (33 U.S.C. 1288 and 1313(e)). In particular, EPA's regulations at 40 CFR 131.11 (f) and (g) include TMDL calculations and waste load allocations as part of State water quality management plans.

On June 20, 1978, however, the U.S. District Court for the District of Columbia in *Board of County Commissioners of Calvert County, et al.* v. *Costle, et al.* (No. 78-0572) issued an order requiring EPA to publish a final identification under section 304(a)(2)(D) within 180 days. EPA is accordingly issuing this proposal today. Since final identification under section 304(a)(2)(D) triggers the requirement under section 303(d) that States or, in certain instances EPA, calculate TMDL's, it is imperative to consider implementation issues before a final identification. EPA realizes that care must be taken to fashion its requirements so as to have the least disruptive effect on ongoing State programs designed to meet water quality objectives.

Accordingly, EPA's proposed identification would make the requirement for establishment of TMDL's part of the States' ongoing section 208 and section 303 planning processes. The identification should therefore not require States which are carrying out their functions under sections 208 and 303 to devote additional resources to waste load allocations and TMDL development. Priority ranking systems (discussed in part II.C) will be established to keep the development of TMDL's within available resources.

II. PROPOSED IDENTIFICATION AND IMPLEMENTATION INFORMATION

A. IDENTIFICATION

EPA's proposed identification is as follows: All pollutants, under the proper technical conditions, are suitable for the calculation of total maximum daily loads.

The Agency believes that under the proper technical conditions TMDL's and waste load allocations can be developed for all pollutants. The requirements to perform TMDL's will be adjusted according to a priority ranking as envisioned by section 303(d) to avoid overloading either the States or EPA during the phased development of TMDL's.

B. INFORMATION—CALCULATION OF TMDL'S

1. *Water quality standards.* Section 303(d)(1)(C) of the Clean Water Act provides that TMDL's will be calculated in order to establish an upper limit on pollution loading which will still allow meeting applicable water quality standards for the particular body of water. The water quality standard for each body of water consists of the designated use (classification) of the body of water, the associated numerical and nonnumerical water quality criteria necessary to protect the designated use, and antidegradation requirements. See 43 FR 29588-92 (July 10, 1978) for a recent detailed statement on water quality standards.

TMDL's can only be calculated for water bodies and pollutants with a specified numerical limit based upon approved or promulgated ambient water quality standards. Such numerical limits may be specified in the water quality standards or may be based upon the level of control necessary to prevent the violation of a quantitative or nonquantitative water quality criterion. For example, a TMDL could be calculated for a certain concentration limit for a toxic substance, when this particular pollutant is not specifically addressed in the numerical criteria, if the concentration limit used is necessary to prevent the violation of a general prohibition against the discharge of toxic substances in toxic amounts.

Since TMDL's must be established at levels necessary to implement the applicable water quality standards, any change in numerical criteria for pollutants contained in water quality standards will impact the TMDL's calculated for such a pollutant. Therefore, TMDL's should be reviewed each time the corresponding water quality standards are revised.

Finally, EPA recognizes that State development of TMDL's and waste load allocations for all water quality limited segments will be a lengthy

process. Water quality standards will continue to be enforced during this process. Development of TMDL's pursuant to section 303(d) is not a necessary prerequisite to adoption or enforcement of water quality standards, and, therefore, will not determine the validity of existing, revised or new water quality standards.

2. *Methods for TMDL calculation.* Water pollutants can generally be classified as either conservative or nonconservative. Technical conditions for calculation of TMDL's and waste load allocations vary with the type of pollutant, with one method of calculation for pollutants which are generally classified as conservative and another method for pollutants generally classified as nonconservative. Conservative pollutants (such as certain dissolved solids) are those pollutants which persist in the water column of the aquatic environment. The amount of a conservative pollutant in a given segment will remain essentially constant over time. Nonconservative pollutants (such as many organic compounds) decay or are otherwise removed over time. This decrease in concentration may be due to a number of factors including chemical breakdown and biodegradation.

EPA recognizes that the dividing line between conservative and nonconservative pollutants is not sharp and the classification of a given pollutant may vary depending upon the level of sophistication required in a particular analytical situation. The classification is helpful, however, in determining which method of calculation should be used. See Simplified Mathematical Modeling of Water Quality, EPA, March 1971, and Addendum to Simplified Mathematical Modeling of Water Quality, EPA, May 1972.

a. Conservative pollutant TMDL (C-TMDL). The C-TMDL of a body of water is that pollutant loading which, by simple dilution with the receiving body of water, results in an ambient concentration equal to the specified numerical concentration limit for that pollutant, i.e., the concentration limit based upon the applicable water quality standards. Since the C-TMDL depends upon simple dilution, the C-TMDL varies directly with the volumes or flows of dischargers and the receiving body of water, with a larger flow providing a larger C-TMDL.

b. Nonconservative pollutant TMDL (N-TMDL). The N-TMDL is not an intrinsic property of a body of water, since the N-TMDL varies with a number of factors, e.g., flow or volume of the receiving body of water, flow from dischargers, and the configuration of discharge locations on the body of water. Therefore, the N-TMDL can only be calculated with fairly sophisticated techniques such as mathematical modeling, which takes these factors into account. As with the C-TMDL, the N-TMDL results in an ambient concentration of the pollutant equal to the specified numerical concentration limit for that pollutant, i.e. the concentration limit based upon the applicable water quality standards.

C. INFORMATION—PRIORITY RANKING

EPA's proposed identification of pollutants is not designed to require States to devote additional resources to waste load allocations and TMDL development. As stated previoustly, it is envisioned that establishment of TMDL's would be part of States' ongoing sections 208 and 303(e) planning processes funded under sections 106 and 208 of the Act. To keep the requirements of developing TMDL's within available resources and to meet statutory schedules for preparing TMDL's States must establish priority rankings.

1. *Statutory requirements.* Section 303(d)(1)(A) requires States to identify waters where water quality standards will not be met by application of effluent limitations required under sections 301(b)(1) (A) and (B) of the Act. These waters are designated as water quality limited segments. the process of stream segment classification has been largely completed as part of basin planning under section 303(e) of the Act. Section 303(d)(2) requires States to submit their first segment identifications and TMDL calculations within 180 days of the Administrator's final identification pursuant to section 304(a)(2)(D).[1] After the States' first submission, subsequent segment identifications and TMDL calculations must be submitted from "time to time." Section 303(d)(2). Priority rankings of waters will insure compliance under a reasonable schedule with the Act's "time to time" requirement.

Section 303(d)(1)(A) requires the States to establish a priority ranking for those waters which States identify as water quality limited. In establishing the priority ranking section 303(d)(1)(A) requires the States to take into account (1) the severity of pollution and (2) the uses to be made of the waters identified. In assessing severity of pollution, States should consider the type of pollutants involved as well as the violations of water quality standards. In addition, States are not required to address only segments with existing problems but may also take into account the need to protect existing high quality waters.

2. *Priority ranking agreements.* Since calculation of TMDL's will be part of State water quality management planning, priorities for TMDL's will be negotiated as part of the State/EPA agreement under the water quality management regulations. 40 CFR 130.11; see proposed 40 CFR 35.1507, 43 FR 40742 (September 12, 1978). EPA's recently proposed regulations would require States to establish priority ranking as part of the State strategy. The priority ranking, timing, resource needs, level of technical detail, and other specifics of TMDL development will be negotiated by the States and EPA, and then set forth in the work program.

3. *Content of priority ranking.* In developing the priority ranking in the work programs for water quality segments on which TMDL's will be calculated during each following year, the States should consider at least the following factors.

First, section 303(d)(1)(A) requires States to take into account (1) the severity of pollution and (2) the uses to be made of the waters identified. (See discussion, part II.C.1.)

Second, States should also consider other factors in establishing priority ranking of segments or priorities for calculation of TMDL's among the high ranking segments. Some of the factors for consideration in ranking may include the following:

(1) Calculation of TMDL's should be given higher priority when they are expected to result in effluent limitations in NPDES permits. If NPDES permits are not scheduled for reissuance in the near future, the calculation of TMDL's for that segment may receive a low priority. Similarly, if implementation of national effluent limitation guidelines would eliminate water quality violations for certain stream segments, calculation of TMDL's may receive low priority. These considerations will avoid use of limited resources where implementation of the TMDL's would not be likely in the near future.

(2) Resources may be concentrated on segments and pollutants where acceptable models and adequate data are available at reasonable cost.

(3) Since the Act requires TMDL's to be established at levels necessary to implement water quality standards, TMDL's should be designed to result in the attainment of standards. If nonpoint sources are significant contributors to water quality problems in the segment, then the development of TMDL's in the segment should be high priority only when nonpoint sources will also be addressed.

(4) States should also consider coordinating the development of TMDL's with other water quality analyses. These analyses include fixed station analyses under the basic water monitoring program, water quality standard revisions, preparation of the section 305(b) report, and advanced

[1] In accordance with the court order referenced above, the final identification should be issued on or before December 20, 1978.

waste treatment reviews conducted under section 208.

(5) States should also consider any national priorities developed by EPA.

States may consider the above factors as well as additional factors they deem important to the priority ranking process for development of TMDL's. States will be required to set forth justification for the priority ranking of each stream segment but will not be required to develop a system which sets forth each factor considered and the weight given to each factor. States will be required to rank every water quality segment in the State. However, States need not reclassify segments already classified.

D. STATE SUBMISSIONS AND EPA APPROVAL

To comply with the requirements of the Act, States must submit the following information within 180 days of EPA's final identification of pollutants suitable for TMDL calculation.

(1) An identification of waters for which effluent limitations required by sections 301(b)(1) (A) and (B) are not stringent enough to implement applicable water quality standards. This requirement can be satisfied by referencing documents already submitted to EPA, e.g., section 305(b) reports.

(2) The TMDL established under section 303(d)(1)(A) for one or more of the above waters. This requirement can be satisfied by referencing documents already submitted to EPA or by submitting TMDL's based on information available in other water quality studies. States should indicate whether those loads previously submitted to EPA are still regarded as adequate. Priority rankings are not required within 180 days. They will be submitted pursuant to schedules established in the State/EPA agreements. Subsequent submission of TMDL's shall also be submitted pursuant to State/EPA agreements. Under section 303(d)(2), EPA must approve or disapprove State submissions. In reviewing State submissions, EPA may conditionally approve the submissions with the understanding that States will provide supplementary information within a reasonable time and according to a schedule established by the State/EPA agreement. After EPA approval, section 303(e) requires States to incorporate the TMDL's into their water quality management plans pursuant to section 303(e)(3)(C). EPA solicits written public comments upon all aspects of this proposal. Written comments must be submitted on or before November 6, 1978. EPA is only providing 45 days for public comment pursuant to order of the court in *Board of County Commissioners of Calvert County et al.* v. *Costle et al.* (No. 78-0572).

Dated: September 14, 1978.

THOMAS C. JORLING,
Assistant Administrator for Water and Hazardous Materials.

[FR Doc. 78-26352 Filed 9-19-78; 8:45 am]

[6712-01]

FEDERAL COMMUNICATIONS COMMISSION

PRIVATE LAND MOBILE ADVISORY COMMITTEE

Notice of Meeting

In preparation for the 1979 World Administrative Radio Conference (WARC), the Private Land Mobile Advisory Committee headed by Neal Pike, will hold its next meeting on October 13, 1978, in Washington, D.C. The meeting will be held in conference room A-110, Federal Communications Commission, 1229 20th Street NW., at 9 a.m. The purpose of the meeting is to consider reply comments in docket 20271, Ninth Notice of Inquiry for a General World Administrative Conference in 1979. The meeting is open to the public and will be conducted in accordance with the following agenda:

1. Call of the agenda
2. Opening remarks of the chairman
3. Consideration of Reply comments in the Ninth Notice of Inquiry, docket 20271
4. Further business
5. Adjournment

FEDERAL COMMUNICATIONS COMMISSION,
WILLIAM J. TRICARICO,
Secretary.

[FR Doc. 78-26434 Filed 9-19-78; 8:45 am]

[6720-01]

FEDERAL HOME LOAN BANK BOARD

[H.C. No. 253]

WESTERN & SOUTHERN LIFE INSURANCE CO.

Receipt of Application for Approval of the Acquisition of First Milford Savings Association, Milford, Ohio

SEPTEMBER 15, 1978.

Notice is hereby given that the Federal Savings and Loan Insurance Corporation has received an application from the Western & Southern Life Insurance Co., which company already controls Eagle Savings Association, Cincinnati, Ohio, for approval, pursuant to section 408(e) of the National Housing Act and section 584.4 of the regulations for savings and loan holding companies, of the acquisition of First Milford Savings Association. Said acquisition is proposed to be accomplished by Eagle Savings' acquisition of outstanding shares of First Milford, and the merger of Eagle Savings into First Milford. Comments on the proposed acquisition should be submitted to the Director, Office of District Banks, Federal Home Loan Bank Board, 1700 G Street, Washington, D.C. 20552, on or before October 19, 1978.

RONALD A. SNIDER,
Assistant Secretary,
Federal Home Loan Bank Board.

[FR Doc. 78-26416 Filed 9-18-78; 8:45 am]

[6730-01]

FEDERAL MARITIME COMMISSION

SECURITY FOR THE PROTECTION OF THE PUBLIC; FINANCIAL RESPONSIBILITY TO MEET LIABILITY INCURRED FOR DEATH OR INJURY TO PASSENGERS OR OTHER PERSONS ON VOYAGES

Issuance of Certificate [Casualty]

Notice is hereby given that the following have been issued a certificate of financial responsibility to meet liability incurred for death or injury to passengers or other persons on voyages pursuant to the provisions of section 2, Pub. L. 89-777 (80 Stat. 1356, 1357) and Federal Maritime Commission general order 20, as amended (46 CFR 540):

Compania de Vapores Realma S.A. and Ulysses Line Ltd. S.A. c/o Constanna Shipping Agency, Inc. 610 Brickell Executive Tower, 1428 Brickell Avenue, Miami, Fla. 33131.

Dated: September 15, 1978.

JOSEPH C. POLKING,
Assistant Secretary.

[FR Doc. 78-26423 Filed 9-19-78; 8:45 am]

[6730-01]

SECURITY FOR THE PROTECTION OF THE PUBLIC INDEMNIFICATION OF PASSENGERS FOR NONPERFORMANCE OF TRANSPORTATION

Notice of Issuance of Certificate [Performance]

Notice is hereby given that the following have been issued a certificate of financial responsibility for indemnification of passengers for nonperformance of transportation pursuant to the provisions of section 3, Pub. L. 89-777 (80 Stat. 1357, 1358) and Federal Maritime Commission general order 20, as amended (46 CFR Part 540):

Compania de Vapores Realma S.A., Ulysses Line Ltd. S.A., and Paquet Cruises Inc., c/o Constanna Shipping Agency, Inc., 610 Brickell Executive Tower, 1428 Brickell Avenue, Miami, Fla. 33131.

Dated: September 15, 1978.

JOSEPH C. POLKING,
Assistant Secretary.

[FR Doc. 78-26424 Filed 9-19-78; 8:45 am]

[6325-01]

FEDERAL PREVAILING RATE ADVISORY COMMITTEE

OPEN COMMITTEE MEETING; CANCELLATION:

Pursuant to the provisions of section 10 of the Federal Advisory Committee Act (Pub. L. 92-463) notice was published in 43 FR 38471 on August 28, 1978, that meetings of the Federal Prevailing Rate Advisory Committee would be held on September 7, September 21, and September 28, 1978. This is notice that the meeting scheduled for September 21 has been canceled.

JEROME H. ROSS,
Chairman, Federal Prevailing Rate Advisory Committee.

SEPTEMBER 18, 1978.

[FR Doc. 78-26510 Filed 9-19-78; 8:45 am]

[4110-87]

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Public Health Service

CENTER FOR DISEASE CONTROL

Occupational Safety and Health Field Research Projects

AGENCY: National Institute for Occupational Safety and Health (NIOSH), Center for Disease Control, PHS, HEW.

ACTION: Notice of research projects to be initiated.

SUMMARY: This notice announces the field research projects involving the collection of information from the public which are planned for initiation by NIOSH during the remainder of calendar year 1978. This notice does not constitute a request for proposal.

FOR FURTHER INFORMATION CONTACT:

Mr. Ronald F. Coene, Director, Office of Program Planning and Evaluation, NIOSH, CDC, 5600 Fishers Lane (Room 8A-09), Rockville, Md. 20857, telephone 301-443-4364.

SUPPLEMENTARY INFORMATION: The NIOSH field research projects described below will be conducted under the authority of section 20 of the Occupational Safety and Health Act (29 U.S.C. 669) and in accordance with the provisions of part 85a of title 42, Code of Federal Regulations. The protocol for the conduct of these types of projects has been reviewed by the Office of Management and Budget and determined to be incompliance with the Federal Reports Act. The list of projects includes the title and (a) purpose of each project, (b) the frequency with which the information will be collected, (c) an indication of types of workers from whom information will be sought, (d) the estimated number of responses and (e) the estimated burden in reporting hours.

1. *Reproductive history study of women exposed to lead in the workplace.* (a) The purpose of this study is to determine the possible adverse health effects of an occupational exposure to lead, (b) single time, (c) women workers exposed to lead, (d) 400 respondents, (e) 30 minutes manhour burden per response.

2. *Reproductive history study of wives of carbon disulfide workers.* (a) The purpose of this study is to determine the possible adverse health effects in wives of workers in the viscose rayon industry, (b) single time, (c) wives of workers in the viscose rayon industry, (d) 600 respondents, (e) 30 minutes manhour burder per response.

3. *Reproductive history study of women exposed to synthetic estrogens in the workplace.* (a) The purpose of this study is to determine whether adverse health effects are associated with occupational exposure of women to synthetic estrogens, (b) single time, (c) women working with synthetic estrogens, (d) 400 respondents, (e) 30 minutes manhour burden per response.

4. *Reproductive history study of women working in the pharmaceutical industry.* (a) The purpose of this study is to determine the possible adverse health effects in women in the pharmaceutical industry, (b) single time, (c) women workers in the pharmaceutical industry, (d) 1200 respondents, (e) 30 minutes manhour burden per response.

5. *Reproductive history study of workers exposed to microwaves.* (a) The purpose of this study is to determine the possible adverse health effects of an occupational exposure to microwaves, (b) single time, (c) women workers exposed to microwaves and wives of exposed male workers, (d) 800 respondents, (e) 30 minutes manhour burden per response.

6. *Delayed neurotoxicity of organophosphate exposed workers.* (a) The purpose of this study is to determine the possible adverse health effects of an occupational exposure to organophosphates, (b) single time, (c) nonpesticide organophosphate workers, (d) 500 respondents, (e) 30 minutes manhour burden per response.

7. *Neuropathy of pesticide workers.* (a) The purpose of this study is to determine whether adverse health effects, particularly subclinical neurological effects, are associated with occupational exposure to pesticides, (b) single time, (c) workers in the pesticide industry, (d) 500 respondents, (e) 30 minutes manhour burden per response.

Six weeks before beginning field work on any of these projects, NIOSH will publish a separate notice in the FEDERAL REGISTER giving specific information on the project.

This notice supplements the list of field research projects published in the FEDERAL REGISTER of July 11, 1978, at 43 FR 29834.

Dated: September 14, 1978.

VERNON E. ROSE,
Acting Director, National Institute for Occupational Safety and Health.

[FR Doc. 78-26355 Filed 9-19-78; 8:45 am]

[4110-86]

Center for Disease Control

FINAL REPORT OF CHILDHOOD LEAD-BASED PAINT POISONING PREVENTION AD HOC ADVISORY COMMITTEE

Availability of Filing

Notice is hereby given that pursuant to section 13 of Pub. L. 92-463 (5 U.S.C. appendix I), the final report of the Childhood Lead-Based Paint Poisoning Prevention Ad Hoc Advisory Committee of the Center for Disease Control has been filed with the Library of Congress.

Copies are available to the public for inspection at the Library of Congress, special forms reading Room, main building, and on weekdays between 9 a.m. and 4:30 p.m. at the Department of Health, Education, and Welfare, Department Library, HEW North Building, Room 1436, 330 Independence Avenue SW., Washington, D.C. 20201, telephone 202-245-6791.

Dated: September 7, 1978.

DONALD R. HOPKINS,
Assistant Director, for Operations.

[FR Doc. 78-26415 Filed 9-19-78; 8:45 am]

[4110-02]

Office of Education

ADVISORY COMMITTEE ON ACCREDITATION AND INSTITUTIONAL ELIGIBILITY

Meeting; Revision of Proposed Agenda

AGENCY: Department of Health, Education, and Welfare Office of Education.

ACTION: Revision to Notice.

SUMMARY: Notice is hereby given of the revision of the proposed agenda of the October 3-4, 1978, meeting of the Advisory Committee on Accreditation and Institutional eligibility to include the review of the interim report of the American Dietetic Association, Commission on Evaluation of Dietetic Education. Notice of the meeting of the

Advisory Committee on Accreditation and Institutional Eligibility was published previously in the FEDERAL REGISTER on September 11, 1978, 43 FR 40316-40319. All written materials regarding this matter should be submitted to John R. Proffitt at the address below, and will be considered by the Committee. Requests for oral presentations before the Committee regarding this matter should include the names of all persons seeking an appearance, the party or parties which they represent, and the purpose for which the presentation is requested. Requests must be received by John R. Proffitt on or before September 22, 1978. Time constraints may limit oral presentations.

DATES: October 3, 1978, 8:30 a.m. to 5 p.m., local time and October 4, 1978, 9 a.m. to 12 Noon.

ADDRESS: Dulles Marriott Hotel, Dulles International Airport, Washington, D.C.

FOR FURTHER INFORMATION CONTACT:

John R. Proffitt, Director, Division of Eligibility and Agency Evaluation, Office of Education, Room 3030, ROB 3, 400 Maryland Avenue SW., Washington, D.C. 20202, 202-245-9873,

Signed at Washington, D.C., on September 14, 1978.

JOHN R. PROFFITT,
Director, Division of Eligibility and Agency Evaluation Office of Education.

[FR Doc. 78-26422 Filed 9-19-78; 8:45 am]

[4110-12]

Office of the Secretary

PRIVACY ACT OF 1974

AGENCY: Department of Health, Education, and Welfare (HEW), Office of the Secretary.

ACTION: Publication of a summary of deletions and modifications to HEW notices of systems of records.

SUMMARY: This document is a summary of major modifications to the HEW notices of systems of records. This summary includes new deletions of notices and other changes which we have not yet described in the FEDERAL REGISTER (FR). We have not included new or altered system notices or new routine uses which we published in the FR during the year. The purpose of this document is to give the reader of our annual publication of notices, which we will publish in the FR in September 1978, a brief reference to major changes including deletions of notices. We will publish all current notices in their entirety in the September 1978 annual republication.

To further assist the reader, we have listed the modifications and deletions by major HEW component and listed the major components in the same order that they appear in the annual publication. That order is as follows: (A) Office of the Secretary (OS), (B) Office of Human Development Services (OHDS), (C) Education Division (E), (D) Health Care Financing Administration (HCFA), (E) Public Health Service (PHS), and (F) Social Security Administration (SSA).

SUPPLEMENTARY INFORMATION:

A. The OS changes and deletions are as follows:

1. OS clarified the Notification Procedures, Record Access Procedures, and Contesting Records Procedures sections, where appropriate, in order to indicate to the public the information an individual should supply when requesting notification, access, and correction of his/her records.

2. OS deleted the system of records entitled "Health Insurance Study," No. 09-90-0029, published on 9-20-76, page 40737 of the FR, because of reconsideration based upon legal opinion.

3. OS deleted the system of records entitled "Employee Housing Service," No. 09-90-0042, published on 9-20-76, page 40709 of the FR, because it no longer exists.

4. OS deleted the system of records entitled "Office of General Council (OGC) Directory," No. 09-90-0063, published on 9-29-77, page 51970, because it no longer exists.

5. OS deleted system No. 09-90-0040 entitled "OS Federal Women's Program and Privacy Act" because this notice is subsumed under OS system No. 09-90-0006. The deleted notice was last published in the FR on August 27, 1975, on page 38423.

6. OS deleted system No. 09-90-0076 entitled "Persons Authorized to Represent a State Agency in Acquisition, Maintenance, and Donation of Surplus Property" because the General Services Administration now performs the function which required this system. The deleted system was last published in the FR on September 29, 1977, page 51977.

7. OS deleted system No. 09-90-0077 entitled "Placement and Career Development Service Program for Indo-Chinese Refugees, Jewish Federation of Metropolitan Chicago (Contractor) because HEW no longer maintains this system. Notice was last published in the FR on September 29, 1977, on page 51977.

8. The Office for Civil Rights (OCR) deleted the following four notices because they are included in other OCR notices.

Name	Number	Last published in FR	
		Issue	Page
Complaint Files, Contract Compliance Division	09-90-0052	9-29-77	51964
Complaint Log, Elementary Secondary Division	09-90-0053	9-29-77	51965
Complaint Files, Health and Social Services Division	09-90-0054	9-29-77	51965
Complaint File, Higher Education Division	09-90-0055	9-29-77	51966

B. The OHDS changes and deletions are as follows:

1. OHDS clarified the Notification Procedures, Record Access Procedures, and Contesting Records Procedures sections, in order to indicate to the public the information an individual should supply when requesting notification, access, and correction of his/her records.

2. OHDS deleted the following notices because the systems of records no longer exist.

Name	Number	Last published in FR	
		Issue	Page
Manpower Resources Contractual Services for Reviewing and Evaluating ORD-MR Projects	09-80-0001	9-29-78	51978
OCD Project Staff Lists	09-80-0003	9-29-78	51980
Parent Council Advisory Members	09-80-0004	9-29-78	51980
Education for Parenthood Mailing List	09-80-0005	9-29-78	51980
OCD Research and Development Program Mailing Lists	09-80-0008	9-29-78	51981

C. The Education Division (E) changes and deletions are as follows:

1. E clarified the Notification Procedures, Record Access Procedures, and Contesting Records Procedures sections, on order to indicate to the public the information an individual should supply when requesting notification, access, and correction of his/her records.

2. The Guaranteed Student Loan Program of the Office of Education clarified the Categories of Records section of a system named "Claims and Collections Master File," No. 09-40-0027. This system contains records of student borrowers who have defaulted, and for whom the Federal Government has paid claims under the Guaranteed Student Loan Program. The Guranteed Student Loan Program includes both the Federal direct insurance component and the reinsurance state or private non-profit guarantee agency component.

3. The Office of Education deleted the following notices because the systems no longer exist:

Name	Number	Last published in FR	
		Issue	Page
Client List for Direct Services From Regional Resource Centers	09-40-0010	9-20-76	40770-40771
Teacher Corps Corpsmember Profiles	09-40-0035	9-20-76	40768
Handicapped Children's Early Education Development Data	09-40-0055	9-20-76	40770
Referred Children Lists	09-40-0073	9-20-76	40770
Interpreters of the Deaf, National Advisory Committee on the Handicapped	09-40-0049	9-29-77	52003-52004
Language Assessment Research	09-40-0037	8-27-75	38488
Project More Research Subjects Records	09-40-0038	8-27-75	38489
Science Curriculum Evaluation Subjects	09-40-0039	8-27-75	38489
Rand Interactive CCTV Evaluation	09-40-0040	8-27-75	38489

4. The National Institute of Education deleted the following systems.

Name	Number	Last published in FR	
		Issue	Page
National Council on Educational Research Attendance Lists (should not have been identified as a system of records as defined in the Privacy Act)	09-42-0084	9-29-77	52015
NIE Project Management System (reconsideration based upon legal opinion)	09-42-0001	9-29-77	52011
NIE Child Study Center (no longer being used)	09-42-0045	9-29-77	52011
Manpower Economic Education and the Transition from School to Work (no longer being used)	09-42-0012	9-29-77	52008
Evaluation of the Use and Interpretation of the Guidelines for Assessment of Sex Bias and Sex Fairness in Career Interest Inventories (should not have been identified as a system of records as defined in the Privacy Act)	09-42-0010	9-20-76	40761
Debt Counseling Records (replaced by other systems of records)	09-42-0003	9-20-76	40765
Evaluation of a Work Shop on freeing Sex Roles (no longer being used)	09-42-0058	9-20-76	40761
Fellows Program Nominees (no longer being used)	09-42-0064	9-20-76	40765
Management Information System for Vocational Education (no longer being used)	09-42-0061	9-20-76	40764
Hyperkinesis and Food Activities Study (no longer being used)	09-42-0006	9-20-76	40760
Alaska Education Satellite Project Teacher Participants (no longer being used)	09-42-0077	9-20-76	40764
Career Education Rural Needs Assessment (should not have been identified as a system of records as defined in the Privacy Act)	09-42-0062	8-27-75	38467
Employment Inquiries, Suggestions and Resources for the Basic Skills Group (replaced by other system of records)	09-42-0063	8-27-75	38467

5. The Office of the Assistant Secretary for Education has deleted the following notices because the systems no longer exist under the Privacy Act.

Name	Number	Last published in FR	
		Issue	Page
Support for Improvement of Postsecondary Education Contract to the National Radio Institute (NRI) to Develop a Prospectus for Correspondence Study	09-44-0006	9-20-76	40757
Support for Improvement of Postsecondary Education Contract to Heald Colleges to Develop a Model Prospectus for Potential Students	09-44-0007	9-20-76	40757-40758
Support for Improvement of Postsecondary Education Contract to Formative Evaluation Research Associates to Evaluate Women' Programs at Four Types of Postsecondary Institutions	09-44-0008	9-20-76	40758

D. The HCFA changes are a result of an HEW reorganization. The reorganization created HCFA from parts of other HEW organizations. This caused a transfer of systems from SSA, PHS, and HEW Regional Components to HCFA. The following table deletes the notices with the old numbers from SSA, PHS, and HEW Regions and lists the new HCFA numbers for the notices.

Name	Old number	New number	Last published in FR	
			Issue	Page
Medicare Second Surgical Opinion Experiments	None	09-70-0001	3-23-78	12088
Clinical Psychology/Expanded Ment	09-60-0187	09-70-0002	5-25-78	22408
Lump-Sum Reimbursement Method for Physician Extenders Delivering Independent Medicare Services	None	09-70-0003	3-16-78	10979
Durable Medical Equipment Experiment	09-60-0189	09-70-0004	9-29-77	52309
Medicare Bill File (Statistics)	09-60-0134	09-70-0005	9-29-77	52208
Medicare Enrollment Records (Statistics)	09-60-0135	09-70-0006	9-29-77	52298
Health Insurance Enrollment Statistics-General Enrollment Period	09-60-0136	09-70-0007	9-29-77	52299
Supplementary Medical Sample Bill Summary File of Medicare Utilization (Statistics)	09-60-0137	09-70-0008	9-29-77	52299
Group Practice Prepayment Plan Line Item Sample of Medicare Utilization (Statistics)	09-60-0138	09-70-0009	9-29-77	52300
Current Medicare Survey (Statistics)	09-60-0141	09-70-0010	9-29-77	52300
Evaluation of the Impact of Surgical Screening Based upon Union Member Utilization of the Pre-Surgical Consultant Benefit	09-60-0142	09-70-0011	9-29-77	52301
Study of Medical Use Under the United Medical Clinic Plan or the Kaiser Health Plan (Statistics)	09-60-0146	09-70-0012	9-29-77	52301
Annual 5 Percent Summary File of Services Reimbursed Under the Medicare Program (Statistics)	09-60-0147	09-70-0013	9-29-77	52302
Survey of Physicians' Administrative and practice Costs and Medicaid Participation	09-60-0180	09-70-0014	9-29-77	52304
Ambulatory Surgery Research Project	09-60-0181	09-70-0015	9-29-77	52305
Medicare Hospital Discharge Validation File	09-60-0190	09-70-0016	9-29-77	52310
Health Insurance Benefit and Actuarial Sample Control System	09-60-0120	09-70-0017	9-29-77	52295
Actuarial Sample Health Insurance and Supplementary Medical Insurance (Medicare)	09-60-0121	09-70-0018	9-29-77	52295
Actuarial Sample Hospital Stay Record Study	09-60-0122	09-70-0019	9-29-77	52296
Actuarial Sample of Supplementary Medical Insurance Payments	09-60-0123	09-70-0020	9-29-77	52296
Cytotechnologists Proficiency Answer Sheets and Test Results (Medicare)	09-15-0013	09-70-1503	9-29-77	52178
Physical Therapist Proficiency Answer Sheets and Test Result (Medicare)	09-15-0014	09-70-1504	9-29-77	52178
Psychiatric Technician Proficiency Answer Sheets and Test Results (Medicare)	09-15-0015	09-70-1505	9-29-77	52179
Clinical Laboratory Technologists Proficiency Answer Sheets and Test Results (Medicare)	09-15-0016	09-70-1506	9-29-77	52180
Waivered Licensed Practical Nurse Proficiency Exam Answer Sheets and Test Results (Medicare)	09-15-0017	09-70-1507	9-29-77	52180
Independent Laboratory Directors Proficiency Answer Sheets and Exam Results (Medicare)	09-15-0020	09-70-1508	9-29-77	52185
Complaint Files on Nursing Homes	09-90-0060	09-70-1509	9-29-77	51968
Professional Qualification Files	09-60-0195	09-70-1510	9-29-77	52311
Carrier Medicare Claims Records	09-60-0024	09-70-0501	5-25-78	22446
Health Insurance Master Record	09-60-0016	09-70-0502	5-25-78	22448
Intermediary Medicare Claims Records	09-60-0028	09-70-0503	5-25-78	22449
Non-Provider Overpayment Recovery File	09-60-0007	09-70-0504	9-29-77	52253
Supplementary Medical Insurance Premiums (Buy-In Master Record)	09-60-0018	09-70-0505	9-29-77	52247
Group Health Plan System	09-60-0019	09-70-0506	9-29-77	52248
Health Insurance Utilization Microfilm	09-60-0020	09-70-0507	9-29-77	52248
Reconsideration and Hearing Case Files (Part A) Hospital Insurance Program	09-60-0021	09-70-0508	9-29-77	52249
Medicare Beneficiary Correspondence Files	09-60-0022	09-70-0509	9-29-77	52249

Name	Old number	New number	Last published in FR: Issue	Page
Alphabetical Name File (Folder) of Health Insurance Program Consultants	09-60-0023	09-70-0510	9-29-77	52250
Medicare Benefit Check Records	09-60-0025	09-70-0511	9-29-77	52251
Review and Fair Hearing Case Files-Supplementary	09-60-0026	09-70-0512	9-29-77	52252
Explanation of Medicare Benefit Records	09-60-0027	09-70-0513	9-29-77	52252
Payment Record File of Supplementary Medical (Medicare) Enrollees (Statistics)	09-60-0068	09-70-0514	9-29-77	52270
Chronic Renal Disease Beneficiary History	09-60-0070	09-70-0515	9-29-77	52271
Medicare Physician Supplies Master File	09-60-0071	09-70-0516	9-29-77	52272
Physician/Supplier 1099 File (Statement for Recipients of Medical and Health Care Payments)	09-60-0182	09-70-0517	9-29-77	52305
Medicare Clinic Physician Supplier Master File	09-60-0188	09-70-0518	9-29-77	52308
End Stage Renal Disease (ESRD) Medical Information system	09-15-0011	09-70-0520	9-29-77	52176
Medical Beneficiary Claims for Emergency Services	09-15-0012	09-70-0521	9-29-77	52177
Health Insurance Program Review Team Case Files	09-60-0073	09-70-2001	9-29-77	52272-52273

E. Following is the PHS summary of modifications and deletions of Privacy Act record System notices, representing changes which the major organizational segments of the Public Health Service have made to their system of individually identifiable records since the 1977 FEDERAL REGISTER annual republication of notices. All current notices will be published in their entirety in the 1978 annual republication. The major organizational segments of the Public Health Service are: the Office of the Assistant Secretary for Health; the Alcohol, Drug Abuse and Mental Health Administration; the Center for Disease Control; the Food and Drug Administration; the Health Resources Administration; the Health Services Administration; and the National Institutes of Health.

1. The following system notices have been assigned new identifiers (numbers) to reflect their administrative transfer from the Health Resources Administration to the Office of the Assistant Secretary for Health, due to reorganization of the Public Health Service. The titles of the systems, designated System Managers, and all records in the systems remain unchanged.

Name	Old Number	New Number
Applied Statistics Training Institute Applicants and Students	09-35-0001	09-37-0009
National Center for Health Services Research Grants Record System	09-35-0002	09-37-0015
Health and Demographic Surveys Conducted in Probability Samples of the U.S. Population	09-35-0017	09-37-0010
Health Manpower Inventories and Surveys	09-35-0034	09-37-0011
Vital Statistics for Births, Death, Fetal Deaths, Marriages and Divorces Occurring in the United States During Each Year	09-35-0035	09-37-0012
Health Resources Utilization Statistics	09-35-0041	09-37-0013
Curricula Vitae of Consultants to the National Center for Health Statistics	09-35-0043	09-37-0014

2. Titles of, and in some cases, the legal authorities for, the following systems of records have been changed to reflect the current status of agency programs:

Number	
09-35-0007	"Public Health Service Scholarship Program" is now "Public Health Service Scholarship and National Health Service Corps Scholarship Program." The Health Professions Educational Assistance Act of 1976 amended the statutory authority for this program, and in so doing, changed its name to the National Health Service Corps Scholarship Program. The change in title of the system of records reflects both the old and the new program names.
09-35-0014	"Special Nursing Research Fellowship Grants" is now "National Research Services Awards" and is accompanied by a change in statutory authority. The changes reflect the expiration of the original authority for this program and its replacement by the new section 472(a)(1) of the Public Health Service Act.
09-10-0010	"Clinical Investigators Records" is now "Bioresearch Monitoring Information System." The change reflects a name change of the program responsibility within the Food and Drug Administration.
09-20-0089	"Study of Short-course Chemotherapy of Pulmonary Tuberculosis" is now "Studies of Treatment of Tuberculosis and other Mycobacterioses." The change reflects a consolidation of two other Privacy Act systems of records with this one.
09-20-0090	"Study of Tuberculin Testing" is now "Studies of Testing for Tuberculosis and other Mycobacterioses." The name has been changed for purposes of clarification; no new studies have been added.

3. Categories of records in the following system have been substantially reduced due to a change in statutory authority:

09-35-0042 ..... "Transfer of U.S. Students in Foreign Medical Schools to U.S. Schools." The system now contains only names and addresses of students who originally contacted the Health Resources Administration (HRA) because they desired identification for transfer purpose. HRA provides this list as a stated Routine Use of medical schools recruiting to increase their enrollment in order to qualify for capitation grant eligibility.

4. A routine use unique to one system of records has been clarified by the Health Services Administration to reflect an opinion by the Office of the General Counsel that a requested disclosure is indeed permissible under that routine use:

09-15-0019 ..... "Health and Medical Records Systems." The phrase "and to the Bureau of Indian Affairs and their contractors for the identification of American Indian and Alaskan Native handicapped children in support of Pub. L. 94-142, the Education for All Handicapped Children Act of 1975" has been added to the routine use beginning: "(Disclosures may be made to) Federal and non-Federal school systems which serve American Indian and Alaskan Native children for the purpose of student health maintenance."

5. A routine use which was published in the FEDERAL REGISTER for the following system of records on June 29, 1976, was inadvertently omitted from later republication. The Health Resources Administration is correcting the oversight at this time by reinserting the routine use.

09-35-0007 ..... "Public Health Service Scholarship and National Health Service Corps Scholarship Program" (updated title). The routine use being reinstated reads: "(Disclosures may be made) to individuals and organizations deemed qualified by the Secretary to carry out specific research solely for the purpose of carrying out such research (45 CFR, Part 5b, Appendix B, Item 101)."

6. The categories of individuals section of one system notice has been revised to specify and clarify certain categories of individuals who have been included in the system from the beginning. No new categories of individuals are being added to the system at this time.

09-20-0090 ..... "Studies of Testing for Tuberculosis and other Mycobacterioses" (updated title). "Hospital employees" has been changed to read: "Patients, clientele, and employees of health departments, hospitals, and other institutions currently observing and/or treating cases of tuberculosis and other mycobacterial disease."

System notices which are being deleted from the 1978 annual republication were last published in the FEDERAL REGISTER, Vol. 42, No. 189, September 29, 1977. Page numbers in parentheses in the following summaries refer to this publication.

7. The following system notice has been deleted because administration of the system has been transferred from the Center for Disease Control to the National Institutes of Health, where it has been consolidated with and subsumed under system notice 09-25-0130 "Environmental Epidemiology Studies in Division of Cancer Cause and Prevention."

09-20-0111 ..... "Machinists Exposed to Cutting Oil Mist 1938-1967" (page 52120).

8. The notices which follow have been deleted because the record systems to which they pertain, maintained by the Center for Disease Control, have been consolidated with, and subsumed under, other systems maintained by CDC, as indicated:

09-20-0033 ..... "Vibration Laboratory Studies
09-20-0034 ..... (Experimental Group)" (page 52071), and Occupational Vibration Field Studies Experimental Group)" (page 52071), have both been consolidated with 09-20-0118 "Study at Work-Sites where Agents Suspected of Being Occupational Hazards Exist."

09-20-0058 ..... "Potential Grant Applicant File" (page 52089), has been consolidated with 09-20-0055 "Research/Demonstration, and Training Grants, Application files."

09-20-0071 ..... "Determination of Normal Baseline Pulmonary Values" (page 52098) has been consolidated with 09-20-0117 "Medical and Test Record Results of Individuals Involved in NIOSH Laboratory Studies" (page 52124).

09-20-0091 ..... "Rifampin in Initial Treatment
09-20-0092 ..... of Pulmonary Tuberculosis (page 52111), and "Rifampin-Isoniazed in Initial Treatment of Pulmonary Tuberculosis" (page 52111), have been consolidated with 09-20-0089 "Studies of Treatment of Tuberculosis and other Mycobacterioses" (updated title).

9. The following system notices have been deleted because the authorized research studies to which they pertain were not conducted:

Number	Name	Page
09-20-0014 ..	Respirable Insulation Fibers Study.	52055
09-20-0015 ..	Bakers (White Lung) Study	52056
09-20-0016 ..	Study of Bakers and Confection Workers, and Other Associated Industries.	52057
09-20-0043 ..	Pre-test Cosmetology Convention Study.	52077
09-20-0046 ..	Union Pacific Railroad Workers Carbon Monoxide Study.	52080
09-20-0060 ..	Study of Metals Industry Workers.	52090
09-20-0085 ..	Children's Pulmonary Function Study.	52107
09-20-0123 ..	Study of Workers Exposed to Airborne Carcinogens in Woodworking Shops.	52128
09-20-0131 ..	Study of Health Hazards in Animal Confinement Housing.	52133

10. The system notices listed below have been deleted because records are no longer retrieved by individual identifier:

Number	Name	Page
09-30-0001 ..	Record of Follow-up Study of NIMH-Supported Trainees and Fellow.	52020
09-20-0035 ..	Indicators of Physiological and Psychological Strain.	52072
09-20-0036 ..	Effects of Carbon Monoxide on Vigilance Performance of College Students.	52072
09-20-0056 ..	Metabolic Costs and Physiological Response to Heat in Industrial Work.	52088
09-20-0114 ..	Supervisory Effects on Worker Safety in the Roofing Industry.	52122
09-20-0133 ..	Alaska Pipeline Cold Stress Study.	52135
09-20-0132 ..	Research Studies Dealing with Prevention of Dental Caries, Plaque, Gingivitus.	52235

11. One notice has been deleted because the system of records is no longer in use:

Number	Name	Page
09-35-0037 ..	Dental Residency Program	52160

F. The SSA changes and deletions are as follows:

1. SSA clarified the Notification Procedures, Record Access Procedures, and Contesting Records Procedures sections in order to indicate to the public the information it should supply when requesting notification, access, and correction of its records.

2. SSA deleted four notices for the following reasons:

The records in one system, 09-60-0113, Supplemental Security Income Priority Correspondence Staff Files, have been destroyed and the system is no longer maintained; in two other systems, 09-60-0039, Court Docket and Card File HEW SSA OMA, and 09-60-0185, Service Officer Demonstration Project HEW SSA OEA, the records are not maintained by an individual identifier, thus, they do not meet the definition of a system of records ac-

cording to the Privacy Act. SSA last published the notices in the FEDERAL REGISTER on September 29, 1977, on pages 52292, 52257, and 52307 respectively. In addition, SSA deleted system entitled, "1978 Survey of Disabled and Nondisabled (Stat.)," because it was consolidated in another SSA notice. SSA last published this notice in the FEDERAL REGISTER on July 21, 1977, on page 37442.

3. Finally, SSA also deleted the following notices which they last published in the September 20, 1976 issue of the FEDERAL REGISTER. We have grouped the notices by reason for deletion. The page numbers are from the September 20, 1976, FEDERAL REGISTER in all cases.

3.1 SSA deleted the following notices because they should not have been identified as systems of records as defined in the Privacy Act.

Number	Name	Page
09-60-0086 ..	Tax Assessment Records	41005
09-60-0087 ..	Local School Records	41005
09-60-0088 ..	Local Birth Records	41006

3.2 SSA deleted the following notices because they were consolidated with other SSA notices.

Number	Name	Page
09-60-0076 ..	Extramural Research Contract	41028
09-60-0112 ..	Supplemental Security Income Congress Inquiry.	41019
09-60-0124 ..	Survey of Disabled Adults (Statistics).	41017
09-60-0125 ..	Longitudinal Sample of Disability Ins.	41018
09-60-0126 ..	Social Security Adm. Rehabilitation Service.	41018
09-60-0127 ..	Continuous Disability History Sample.	41019
09-60-0132 ..	Changing Commitments to Work and Family.	41027
09-60-0150 ..	Disabled Persons Operations File.	41036
09-60-0151 ..	Monthly Benefit Disability Freeze Study.	41037
09-60-0152 ..	Substantive Awards File (Statistics).	41037
09-60-0153 ..	Family Benefits File (Annual)..	38548
09-60-0154 ..	Effect of the Annual Earnings Test.	41038
09-60-0155 ..	Adm. Award and Termination File.	41038
09-60-0156 ..	Beneficiaries Residing Abroad File.	41039
09-60-0157 ..	Coal Miners Covered by the Health and Safety Act.	41039
09-60-0158 ..	Adm. Disallowance File (Statistics).	41039
09-60-0160 ..	Master Beneficiary Record	41040
09-60-0161 ..	Studebaker Plant Closure Data File.	41041
09-60-0162 ..	Special Sample of Earnings Records.	41041
09-60-0163 ..	Issuance of Social Numbers (Statistics).	41041
09-60-0164 ..	Multiple Social Security Number Study.	41042
09-60-0165 ..	Agricultural Worker Data File.	41042
09-60-0166 ..	Longitudinal Retirement History.	41043
09-60-0168 ..	Sample of Newly Entitled Worker.	41043
09-60-0169 ..	Social Security and the Changing Life.	41044
09-60-0170 ..	Age at Death and History of Covered Employment.	41044
09-60-0172 ..	Longitudinal Supplemental Security Income.	41045
09-60-0173 ..	Survey of Low Income Aged and Disabled.	41046
09-60-0174 ..	Supplemental Security income Impact Research.	41046
09-60-0177 ..	Optional State Supp. Payment Program.	41047
09-60-0179 ..	Extramural Research Grants File.	41029

3.3 SSA deleted the following notices because they terminated the systems.

Number	Name	Page
09-60-0048 ..	Disability Hearing Processing Time.	40993
09-60-0054 ..	Initial Agency Disability Cases Time.	40996
09-60-0062 ..	Record of Employees Authorized to Review.	41000
09-60-0067 ..	Hospital Insurance Open Admission Item File (STATS).	40983
09-60-0131 ..	Analysis of Narcotics Addicts in Baltimore.	41027
09-60-0133 ..	Analysis of Recurring Dependency Among NYC Welfare Cases.	41028
09-60-0143 ..	Ambulatory Prescription Drug Study.	41032
09-60-0144 ..	Medical Services Microdata Project.	41032
09-60-0167 ..	Survey of the Aged (Demographic and Economic).	41043
09-60-0171 ..	Survey of Student Beneficiaries.	41045
09-60-0175 ..	Survey of Institutionized Supp. Security.	41047
09-60-0176 ..	Study to Determine Impact of State Supp.	41047
09-60-0178 ..	Welfare Eligibility Lists for December 1973.	41005

Dated: September 14, 1978.

LEONARD D. SCHAEFFER,
Assistant Secretary for Management and Budget.

[FR Doc. 78-26373 Filed 9-19-78; 8:45 am]

[4310-84]

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

NEW MEXICO

Chief, Records Section, Division of Management Services, New Mexico State Office; Redelegation of Authority by State Director

Pursuant to the authority contained in § 1.1 of Bureau order No. 701 dated July 23, 1964, as amended, authority is hereby redelegated to the Chief, Records Section to take the below-listed actions under § 1.6(k) as to mining claim instruments filed for recordation with BLM under 43 CFR Part 3833:

(1) Accept and record instruments meeting recordation requirements;

(2) Notify owners to take curative actions to complete defective filings;

(3) Reject instruments and void claims not filed within the prescribed time periods;

(4) Reject filings and void claims located on lands not available for mineral location on dates of location; and

(5) Void claims when evidence of assessment work is not filed within the required time.

This delegation is effective October 1, 1978. The redelegation published February 10, 1978, FR document 78-3738 is revoked.

LARRY L. WOODARD,
Acting State Director.

[FR Doc. 78-26359 Filed 9-19-78; 8:45 am]

[4310-84]

OUTER CONTINENTAL SHELF OIL AND GAS LEASE SALE NO. 48

Location and Date of Hearings Regarding Proposed Oil and Gas Lease Sale No. 48 Offshore Southern California

In accordance with 43 CFR 3301.4, public hearings will be held for the purpose of receiving comments and suggestions relating to a proposed oil and gas lease sale offshore southern California. The hearings will be held in Santa Barbara, Calif., on October 23 and 24, 1978, at the Lobrero Theater, 33 East Canon Perdido Street; in Long Beach, Calif., on October 26 and 27, 1978, in the California Room, Long Beach Convention Center, 300 East Ocean Boulevard; and, in San Diego, Calif., on October 31 and November 1, 1978, in the Copper Room, Convention and Performing Arts Center, 202 C Street. The hearings are scheduled to begin at 9 a.m. on each day. They will last until 5 p.m. each day or until those who have registered to testify or who have appeared to testify, have been heard.

The hearing will provide the Secretary with additional information from both public and private sectors to help evaluate fully the potential effects of the proposed offering of 217 tracts. Comments are solicited concerning effects on area marine, esthetic, recreation, and other resources and on the southern California environment as a whole, as a result of exploration, development, and production phases of the proposed OCS lease sale.

The hearings will also provide the Secretary, under section 102(2)(C) of the National Environmental Policy Act of 1969, with the opportunity to receive additional comments and views of interested State and local agencies.

A draft environmental statement concerning the proposed lease sale (OCS sale No. 48) was made available to the public on August 31, 1978. Copies of this statement can be obtained at the Pacific Outer Continental Shelf Office, Bureau of Land Management, 7663 Federal Building, 300 North Los Angeles Street, Los Angeles, Calif. 90012, and from the Office of Public Affairs, Bureau of Land Management (130), Washington, D.C. 20240.

Copies of the draft environmental statement are also available for review in public libraries throughout the area (see FEDERAL REGISTER, vol. 43, No. 170, August 31, 1978, p. 38944).

Interested individuals, representatives of organizations, and public officials wishing to testify at the hearings are requested to contact the Manager, Pacific Continental Shelf Office, Bureau of Land Management, at the above address by 4 p.m., October 16, 1978. Written comments from those unable to attend the hearings should also be addressed to the Manager, Pacific Outer Continental Shelf Office, Bureau of Land Management, at the above address. The Department will accept written comments on the draft environmental statement until November 15, 1978. This should allow ample time for those unable to testify at the hearing to make their views and for the submission of supplemental materials by those presenting oral testimony. Time limitations make it necessary to limit the length of oral presentation to ten (10) minutes. An oral statement may be supplemented, however, by a more complete written statement which may be submitted to the Manager, Pacific Outer Continental Shelf Office, at the time of presentation of the oral statement. Written statements presented in person at the hearings will be considered for inclusion in the hearing record. To the extent that time is available after presentation of oral statements by those who have given advance notice, the hearing officer will give others present an opportunity to be heard.

After all testimony and comments have been received and analyzed, a final environmental statement will be prepared.

ARNOLD E. PETTY,
Acting Associate Director,
Bureau of Land Management.

Approved: September 14, 1978.

Gary J. Wicks,
Deputy Assistant Secretary
of the Interior.

[FR Doc. 78-26358 Filed 9-19-78; 8:45 am]

[7020-02]

INTERNATIONAL TRADE COMMISSION

[AA1921-183]

SORBATES FROM JAPAN

Determination of No Injury

SEPTEMBER 13, 1978.

On the basis of its investigation, the Commission has unanimously determined (Commissioners Ablondi and Minchew not participating) that an industry in the United States is not being and is not likely to be injured, and is not prevented from being established, by reason of the importation of sorbates from Japan that are being, or are likely to be, sold at less than fair value within the meaning of the Antidumping Act, 1921, as amended.

On June 13, 1978, the United States International Trade Commission received advice from the Department of the Treasury (Treasury) that sorbates from Japan are being, or are likely to be, sold at less than fair value (LTFV) within the meaning of the Antidumping Act, 1921, as amended (19 U.S.C. 160(a)). Treasury excluded from its LTFV determination sorbates produced by Chisso Corp. and Daicel, Ltd. on the basis of no margins and discontinued the investigation with respect to Ueno Fine Chemical Industries, Ltd. on the basis of minimal margins in relation to total sales. On June 16, 1978, the Commission instituted investigation No. AA1921-183 under section 201(a) of said act to determine whether an industry in the United States is being or is likely to be injured, or is prevented from being established by reason of the importation of such merchandise into the United States.

Notice of the institution of the investigation and of the public hearing held in connection therewith was published in the FEDERAL REGISTER of June 23, 1978 (43 FR 27252). On August 1, 1978, a hearing was held in Washington, D.C., at which all persons who requested the opportunity were permitted to appear in person or by counsel.

In arriving at its determination, the Commission gave due consideration to written submissions from interested parties and information adduced at the hearing as well as information obtained by the Commission's staff from questionnaires, personal interviews, and other sources.

VIEWS OF CHAIRMAN JOSEPH O., PARKER AND COMMISSIONERS BILL ALBERGER, GEORGE M. MOORE, AND CATHERINE BEDELL

In order for a Commissioner to make an affirmative determination in an investigation under the Antidumping Act, 1921, as amended (19 U.S.C. 160(a)) it is necessary to find that an industry in the United States is being or is likely to be injured, or is prevented from being established, and the injury or likelihood thereof, or the prevention of establishment must be by reason of imports at less than fair value (LTFV).

DETERMINATION

On the basis of information obtained in this investigation, we determine that an industry in the United States is not being and is not likely to be injured, and is not prevented from being established, by reason of the importation of sorbates from Japan which are being or are likely to be sold at LTFV as determined by the Department of the Treasury (Treasury).

THE IMPORTED ARTICLE AND THE DOMESTIC INDUSTRY

Sorbates—sorbic acid and potassium sorbate—are free-flowing powders or granules which are used commercially as food preservatives. In this investigation we consider the relevant domestic industry to consist of the facilities in the United States used in the production of sorbates. Monsanto Co., which operates a sorbate production facility in Chocolate Bayou, Tex., is the sole U.S. producer of food grade sorbates.

LTFV SALES

Treasury investigated the sales of four Japanese producers, which account for nearly all of the sorbate imports from Japan, during the period from March 1, 1977 through August 31, 1977. A weighted average LTFV margin of 5.6 percent was found on the U.S. sales of Nippon Synthetic Chemical Industry Co., Ltd. (Nippon). No margins were found for two producers and the margin on another firm was so minimal in relation to its sales that Treasury discontinued its antidumping investigation of sorbates produced by that firm.

THE QUESTION OF INJURY OR LIKELIHOOD, OR PREVENTION OF ESTABLISHMENT BY REASON OF LTFV SALES

U.S. imports—From 1970 until June 1977 there was no domestic production of sorbates. During this period consumption was entirely supplied by imports from Japan and Germany. Although total Japanese exports of sorbates to the United States increased from 1974 to 1977, Nippon's share of those exports dropped by nearly 30 percent during the same time frame. At the same time Nippon's share of the U.S. market for sorbates was declining, its exports to the petitioner, Monsanto Co. (Monsanto), were increasing. During the period of Treasury's investigation, 63 percent of all the LTFV imports from Japan were entered for Monsanto's account.

Production and shipments—Monsanto began production at its sorbate facility in June 1977. After a small output in the April-June 1977 period, production jumped sharply in each succeeding quarter through April-June 1978. Shipments followed a similar pattern with domestically produced sorbates being relatively limited in 1977, but growing significantly both in actual terms and as a portion of U.S. consumption through the second quarter of 1978.

Capacity utilization—Monsanto's plant at Chocolate Bayou, Tex., is the

largest sorbates facility in the world. The decision to build a plant of such capacity was based on projections by the company's market researchers that demand in the United States would increase rapidly between 1978 and 1985. Monsanto clearly understood that its additional capacity could not be obsorbed by the current market, and that it would be necesary to operate its facility at levels significantly below full capacity until the increased demand for sorbates materialized. Capacity utilization in January-June 1978 was in excess of the company's own projections.

Inventories—Inventories for both Monsanto and U.S. importers of sorbates have increased from 1975 through June 1978. This increase appears to be attributable in part to the building of stocks to supply an expanding market. An estimated additional 4 million pounds of sorbates a year will be required for use in bacon beginning in 1979. The recent growth in Monsanto's inventory is compounded by the fact that the company has continued to import significant quantities of sorbates.

Consumption—With the exception of the recessionary year of 1975, U.S. consumption showed a steady growth from 1974 through 1977 and continuing into 1978.

Profits—When Monsanto determined it would establish a sorbates production facility, its internal marketing reports forecast a period of several years before the facility would return significant profits. In the little more than a year the facility has operated, substantial losses have been experienced. These losses which were in part attributable to start-up expenses are diminishing as Monsanto continues to lower its cost per pound to produce sorbates.

Prices—While there has been some price depression, the evidence does not point to LTFV sales as a cause. In fact, since Monsanto began production, it has been the lowest priced supplier of sorbates in the U.S. market. Therefore, it appears Monsanto, as a new entrant in the industry, set its prices at a level to gain market share and establish itself as a major sorbates supplier.

Lost sales—The Commission was unable to verify that any of the instances cited by Monsanto where it either lost sales or was forced to lower its price to make a sale were attributable to sales by Nippon. On the contrary, the Commission did find cases where Nippon and a U.S. importer lost significant sales due to Monsanto's low prices.

Summary—Monsanto did not begin production of sorbates until June 1977. From that starting point to the present its production and shipments have made strong gains, taking an ever increasing share of the U.S. market. While capacity utilization is not high, it is ahead of Monsanto's own projections for this point in the life of its sorbates operation. Losses have been incurred, due largely to high start-up costs, but the financial picture should improve as Monsanto's costs of production go down and its market share continues to grow. Based on these factors we conclude that there is no injury to the domestic sorbates industry.

With respect to the issue of the likelihood of injury, we have concluded such likelihood does not exist. Production, shipments, capacity utilization, and consumption are following definite upward trends and employment has maintained a steady level since Monsanto entered the market as a producer of sorbates. Overall imports and inventories are up. In the case of imports, however, the one Japanese company selling at LTFV prices has reduced its imports sharply. With regard to inventories, they are up for both importers and Monsanto in response to a continuing increase in demand. Monsanto did not turn a profit in the first year of its sorbates operation, but as we stated earlier, a good deal of the loss was incurred by start-up costs. With its increasing market share a better financial performance appears to be in the offing for the domestic producer. These factors clearly do not indicate the likelihood of injury.

The issue of prevention of establishment of an industry by reason of LTFV imports has been raised by the petitioner.[1] Clearly, the domestic producer has been able to obtain a significant market share in the little over a year it has produced sorbates domestically. As the apparent price leader, it is gaining market share and is running ahead of its own projections for success in this industry. The technology for Monsanto's sorbates plant came from the only Japanese firm found to be making LTFV sales, a major percentage of which were made to Monsanto. It is clear that Monsanto has been aided by Nippon, and they also benefited from the LTFV sales. Monsanto is certainly not being prevented from establishing a domestic sorbates industry by reason of LTFV sales from Japan.

[1] Commissioner George M. Moore notes that the criteria for an affirmative determination based on the prevention of the establishment of an industry in the United States (see Regenerative Blower/Pumps from West Germany, Investigation No. AA1921-140, USITC Publication 676, (1974), p. 10) have not been satisfied in this investigation, in that the evidence does not support the contention that LTFV sales have frustrated or forestalled the development of a stable and viable U.S. industry.

Issued: September 14, 1978.

KENNETH R. MASON,
Secretary.

[FR Doc. 78-26448 Filed 9-19-78; 8:45 am]

[7590-01]

NUCLEAR REGULATORY COMMISSION

ADVISORY COMMITTEE ON REACTOR SAFEGUARDS

Meeting

In accordance with the purposes of sections 29 and 182b. of the Atomic Energy Act (42 U.S.C. 2039, 2232 b.), the Advisory Committee on Reactor Safeguards will hold a meeting on October 5-7, 1978, in Room 1046, 1717 H Street NW., Washington, D.C.

The agenda for the subject meeting will be as follows:

THURSDAY, OCTOBER 5, 1978

8:30 a.m.-8:45 a.m.: Executive Session (Open)—The Committee will hear and discuss the report of the ACRS Chairman regarding miscellaneous matters relating to ACRS activities.

8:30 a.m.-12:30 p.m. and 1:30 p.m.-5 p.m.: Anticipated Transients Without Scram (Open)—The Committee will meet with representatives of the Nuclear Regulatory Commission (NRC) staff and the nuclear and utility industry to hear and discuss presentations regarding provisions to mitigate the consequences of Anticipated Transients Without Scram in Light-Water Reactors.

Portions of this session will be closed as required to discuss proprietary information applicable to this matter.

5 p.m.-8:30 p.m.: Fast Flux Test Facility (Open)—The Committee will hear and discuss presentations by representatives of the NRC staff, the Department of Energy and their contractors regarding proposed operation of the Fast Flux Test Facility.

FRIDAY, OCTOBER 6, 1978

8:30 a.m.-9:45 a.m.: Meeting with the Director, Office of Nuclear Reactor Regulation (Open)—The Committee will hear and discuss information regarding the priorities being assigned to generic Task Action Plans by Office of Nuclear Reactor Regulation. The anticipated schedule for future Committee activites will also be discussed.

9:45 a.m.-12:30 p.m. and 1:30 p.m.-5:45 p.m.: Reactor Safety Research (Open)—The Committee will hear presentations from and hold discussions with representatives of the NRC staff, the nuclear and utility industry, and the Department of Energy regarding proposed reactor safety research programs related to advanced reactor designs, radioactive waste management

and disposal and emergency core cooling systems as well as the priorities for the accomplishment of these and other reactor safety research work.

Portions of this session will be closed if necesssary to discuss proprietary information related to these matters.

5:45 p.m.-6:30 p.m.: Executive Session (Open)—The Committee will discuss its proposed report to NRC regarding the Fast Flux Test Facility.

SATURDAY, OCTOBER 7, 1978

8:30 a.m.-2:30 p.m.: Executive Session (Open)—The Committee will complete its report to the NRC regarding proposed operation of the Fast Flux Test Facility and will discuss its position regarding other matters considered during this meeting.

The Committee will also hear and discuss reports of its Subcommittees on regulatory activities and proposed revisions to NRC Regulatory Guides.

The Committee will also discuss the qualification of candidates for appointment to the ACRS.

A portion of this session will be closed to protect information the release of which would represent an unwarranted invasion of personal privacy.

Procedures for the conduct of and participation in ACRS meetings were outlined in the FEDERAL REGISTER on October 31, 1977, page 56972. In accordance with these procedures, oral or written statements may be presented by members of the public, recordings will be permitted only during those portions of the meeting when a transcript is kept, and questions may be asked only by members of the Committee, its consultants, and Staff. Persons desiring to make oral statements should notify the ACRS Executive Director as far in advance as practicable so that appropriate arrangements can be made to allow the necessary time during the meeting for such statements.

I have determined in accordance with Pub. L. 92-463 that it is necessary to close portions of this meeting as noted above to protect proprietary information (5 U.S.C. 552b(c)(4)), and to protect information the release of which would represent an unwarranted invasion of personal privacy (5 U.S.C. 552b(c)(6)).

Background information concerning items to be considered during this meeting can be found in documents on file and available for public inspection as appropriate in the NRC's Public Document Room, 1717 H Street, NW., Washington, D.C. 20555.

Further information regarding topics to be discussed, whether the meeting has been cancelled or rescheduled, the Chairman's ruling on requests for the opportunity to present oral statements and the time allotted therefor can be obtained by a prepaid telephone call to the ACRS Executive Director, Mr. Raymond F. Fraley (telephone 202-634-3265), between 8:15 a.m. and 5 p.m. e.d.t.

Dated: September 15, 1978.

JOHN C. HOYLE,
Advisory Committee Management Officer.

[FR Doc. 78-26388 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. STN 50-532]

C. F. BRAUN & CO.

Standard Safety Analysis Report for BRAUN SAR Turbine Island Standard Design and Its Relationship to GESSAR-238 Nuclear Island Standard Design and Issuance of Amendment to Preliminary Design Approval

Notice is hereby given that the staff of the Nuclear Regulatory Commission has issued Amendment No. 1 to Preliminary Design Approval No. PDA-5, dated September 8, 1978, for the reference system design for the turbine island portion of a boiling water reactor nuclear power plant utilizing the General Electric Co. GESSAR-238 nuclear island design, and as described in the application by C. F. Braun & Co. (BRAUN SAR). Preliminary Design Approval No. PDA-5 was issued by the staff of the Nuclear Regulatory Commission on May 7, 1976.

The amendment extends the expiration date for Preliminary Design Approval No. PDA-5 from December 22, 1978 to May 7, 1979. This change was made as a result of the Nuclear Regulatory Commission's August 1978 policy statement on standardization, which provided for administrative extensions of Preliminary Design Approvals for balance of plant designs to 3 years from the date of issuance. Previously, all preliminary design approvals issued for balance of plant designs were set to terminate 3 years after issuance of the preliminary design approval for the mating nuclear steam supply system, even if this resulted in a relatively short lifetime for the balance of plant preliminary design approval. As noted in the Commission's policy statement, this requirement was considered to be an unnecessary penalty.

Amendment No. 1 to PDA-5 is effective as of its date of issuance and shall expire on May 7, 1979, unless earlier superseded by issuance of a final design approval for the BRAUN SAR design, or unless extended by the staff of the Nuclear Regulatory Commission. The expiration of PDA-5, Amendment No. 1 should not affect use of PDA-5, Amendment No. 1 for reference in any construction permit application filed prior to such date.

A copy of Preliminary Design Approval No. PDA-5, Amendment No. 1 dated September 8, 1978, is available for public inspection at the Commission's Public Document Room at 1717 H Street NW., Washington, D.C. 20555.

Dated at Bethesda, Md., this 8th day of September 1978.

For the Nuclear Regulatory Commission.

CLEMENS J. HELTEMES, Jr.,
Chief, Standardization Branch, Division of Project Management.

[FR Doc. 78-26390 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. 50-325]

CAROLINA POWER & LIGHT CO.

Issuance of Amendment to Facility Operating License

The U.S. Nuclear Regulatory Commission (the Commission) has issued Amendment No. 15 to Facility Operating License No. DPR-71, issued to Carolina Power & Light Co. (the licensee) for operation of the Brunswick Steam Electric Plant, Unit No. 1 (the facility), located in Brunswick County, N.C. The amendment is effective as of its date of issuance.

The amendment revises Table 4.7.5-1 Hydraulic Snubber Inspection Schedule to provide a one time extension for the inaccessible snubber inspection interval of ten days to September 24, 1978.

The application for amendment complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR Chapter I, which are set forth in the license amendment. Prior public notice of the amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has determined that the issuance of the amendment will not result in any significant environmental impact and that pursuant to 10 CFR 51.5(d)(4) and environmental impact statement or negative declaration and environmental impact appraisal need not be prepared in connection with issuance of the amendment.

For further details with respect to this action, see (1) the application for amendment dated September 12, 1978, (2) Amendment No. 15 to License No. DPR-71, and (3) the Commission's related Safety Evaluation. These items

are available for public inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C. 20555, and at the Southport-Brunswick County Library, 109 West Moore Street, Southport, N.C. 28461. A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md. this 13th day of September 1978.

For the Nuclear Regulatory Commission.

THOMAS A. IPPOLITO,
Chief, Operating Reactors Branch No. 3, Division of Operating Reactors.

[FR Doc. 78-26391 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. 50-254]

COMMONWEALTH EDISON CO. AND IOWA-ILLINOIS GAS AND ELECTRIC CO.

Issuance of Amendment to Facility Operating License

The U.S. Nuclear Regulatory Commission (the Commission) has issued Amendment No. 47 to Facility Operating License No. DPR-29, issued to Commonwealth Edison Co. (acting for itself and on behalf of the Iowa-Illinois Gas and Electric Co.), which revised the license for operation of the Quad Cities Nuclear Power Station Unit No. 1 (the facility) located in Rock Island County, Ill. The amendment is effective as of its date of issuance.

The amendment authorizes operation of the reactor beyond the previously analyzed end-of-cycle scram reactivity conditions and is based upon new analyses.

The application for the amendment complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR Chapter I, which are set forth in the license amendment. Prior public notice of this amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has determined that the issuance of this amendment will not result in any significant environmental impact and that pursuant to 10 CFR 51.5(d)(4) an environmental impact statement or negative declaration and environmental impact appraisal need not be prepared in connection with issuance of this amendment.

For further details with respect to this action, see (1) of the application for amendment dated August 10, 1978, (2) Amendment No. 47 to License No. DPR-29, and (3) the Com ission's related Safety Evaluation. All of these items are available for public inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C., and at the Moline Public Library, 504 17th Street, Moline, Ill. 61265. A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md., this 11th day of September 1978.

For the Nuclear Regulatory Commission.

THOMAS A. IPPOLITO,
Chief, Operating Reactors Branch No. 3, Division of Operating Reactors.

[FR Doc. 78-26392 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. 50-155]

CONSUMERS POWER CO.

Issuance of Amendment to Facility Operating License

The U.S. Nuclear Regulatory Commission (the Commission) has issued Amendment No. 19 to Facility Operating License No. DPR-6, issued to Consumers Power Co. (the licensee), which revised technical specifications for operation of the Big Rock Point Plant (the facility) located in Charlevoix County, Mich. The amendment is effective as of its date of issuance.

The amendment modifies the technical specifications to delete obsolete and descriptive information related to various fuel types used in the facility.

The application for the amendment complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR Chapter I, which are set forth in the license amendment. Prior public notice of this amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has determined that the issuance of this amendment will not result in any significant environmental impact and that pursuant to 10 CFR 51.5(d)(4) an environmental impact statement or negative declaration and environmental impact appraisal need not be prepared in connection with issuance of this amendment.

For further details with respect to this action, see (1) the application for amendment dated April 26, 1978, (2) Amendment No. 19 to License No. DPR-6, and (3) the Commission's related Safety Evaluation. All of these items are available for public inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C., and at the Charlevoix Public Library, 107 Clinton Street, Charlevoix, Mich. 49720.

A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md., this 1st day of September 1978.

For the Nuclear Regulatory Commission.

DENNIS L. ZIEMANN,
Chief, Operating Reactors Branch No. 2, Division of Operating Reactors.

[FR Doc. 78-26393 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. 50-255]

CONSUMERS POWER CO.

Issuance of Amendment to Provisional Operating License

The U.S. Nuclear Regulatory Commission (the Commission) has issued amendment No. 42 to provisional operating license No. DPR-20, issued to Consumers Power Co. (the licensee) for operation of the Palisades plant (the facility) located in Covert Township, Van Buren County, Mich. The amendment, which adds paragraph 3.E to the license, is effective as of its date of issuance.

The amendment incorporates a condition in the license relating to the completion of facility modifications to improve the fire protection program. Additional operating and surveillance requirements for the modifications being performed will be added to the technical specifications after the modifications are complete.

The application fo. the amendment complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR Chapter I, which are set forth in the license amendment. Prior public notice of this amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has determined that the issuance of this amendment will not result in any significant environmental impact and that pursuant to 10 CFR 51.5(d)(4) an environmental impact statement or negative declaration and environmental impact appraisal need not be prepared in connection with issuance of this amendment.

For further details with respect to this action, see (1) the application for amendment dated March 31, 1977, and supplements thereto dated September 29, 1977, December 15, 1977, May 15, 1978, June 19, 1978, June 29, 1978, June 30, 1978, July 28, 1978, and July 31, 1978, (2) amendment No. 42 to license No. DPR-20, and (3) the Commission's related safety evaluation. All of these items are available for public inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C., and at the Kalamazoo Public Library, 315 South Rose Street, Kalamazoo, Mich. 49006. A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md., this 1st day of September 1978.

For the Nuclear Regulatory Commission.

DENNIS L. ZIEMANN,
Chief, Operating Reactors Branch No. 2, Division of Operating Reactors.

[FR Doc. 78-26394 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. STN 50-560]

FLUOR-PIONEER, INC.

Reference Safety Analysis Report for BOPSSAR Balance of Plant Standard Design and its Relationship to the RESAR-41 Standard Design and Issuance of Amendment to Preliminary Design Approval

Notice is hereby given that the staff of the Nuclear Regulatory Commission has issued amendment No. 1 to preliminary design approval No. PDA—11, dated September 8, 1978, for the reference system design of a balance of plant protion of a pressurized water reactor nuclear powerplant utilizing the Westinghouse RESAR-41 nuclear steam supply system design, and as described in the application by Fluor-Pioneer, Inc. (BOPSSAR). Preliminary design approval No. PDA-11 was issued by the staff of the Nuclear Regulatory Commission on August 17, 1977.

The amendment extends the expiration date for preliminary design approval No. PDA-11 from December 31, 1978 to August 17, 1980. This change was made as a result of the Nuclear Regulatory Commission's August 1978 policy statement on standardization, which provided for administrative extensions of preliminary design approvals for balance of plant designs to 3 years from the date of issuance. Previously, all preliminary design approvals issued for balance of plant designs were set to terminate 3 years after issuance of the preliminary design approval for the mating nuclear steam supply system, even if this resulted in a relatively shory lifetime for the balance of plant preliminary design approval. As noted in the Commission's policy statement, this requirement was considered to be an unnecessary penalty.

Amendment No. 1 to PDA-11 is effective as of its date of issuance and shall expire on August 17, 1980, unless earlier superseded by issuance of a final design approval for the BOPSSAR/RESAR-41 design, or unless extended by the staff or the Nuclear Regulatory Commission. The expiration of PDA-11, amendment No. 1 should not affect use of PDA-11, amendment No. 1 for reference in any construction permit application filed prior to such date.

A copy of preliminary design approval No. PDA-11, amendment No. 1 dated September 8, 1978, is available for public inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C. 20555.

Dated at Bethesda, Md., this 8th day of September 1978.

For The Nuclear Regulatory Commission.

CLEMENS J. HELTEMES, Jr.,
Chief, Standardization Branch, Division of Project Management.

[FR Doc. 78-26395 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. 50-333]

POWER AUTHORITY OF THE STATE OF NEW YORK

Notice of Issuance of Amendment to Facility Operating License

The U.S. Nuclear Regulatory Commission (the Commission) has issued amendment No. 39 to facility operating license No. DPR-59, issued to power authority of the State of New York (the licensee), which revised technical specifications for operation of the James A. FitzPatrick Nuclear Power Plant (the facility) located in Oswego County, NY. The amendment is effective as of its date of issuance.

This amendment revises the technical specifications relating to the operation and testing of emergency diesel generators during periods of reactor operation when all emergency AC power sources are not available.

The application for the amendment complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR Chapter I, which are set forth in the license amendment. Prior public notice of this amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has determined that the issuance of this amendment will not result in any significant environmental impact and that pursuant to 10 CFR 51.5(d)(4) an environmental impact statement, or negative declaration and environmental impact appraisal need not be prepared in connection with issuance of this amendment.

For further details with respect to this action, see (1) the application for amendment submitted by letter dated December 27, 1976, (2) amendment No. 39 to license No. DPR-59, and (3) the Commission's related safety evalution. All of these items are available for public inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C., and at the Oswego County Office Building, 46 East Bridge Street, Oswego NY. A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md., this 13th day of September 1978.

For the Nuclear Regulatory Commission.

THOMAS A. IPPOLITO,
Chief, Operating Reactors Branch No. 3, Division of Operating Reactors.

[FR Doc. 78-26396 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket Nos. STN 50-556 and STN 50-557]

PUBLIC SERVICE COMPANY OF OKLAHOMA, BLACK FOX STATION, UNIT NOS. 1 AND 2

Availability of Atomic Safety and Licensing Board Order Granting Applicant's Motion for Reconsideration and Clarification

Pursuant to the National Environmental Policy Act of 1969 and the U.S. Nuclear Regulatory Commission's regulations in 10 CFR Part 51, notice is hereby given that an order granting applicant's motion for reconsideration and clarification dated August 24, 1978, by the Atomic Safety and Licensing Board (Board) in the above-cap-

tioned proceedings is available for inspection by the public in the Commission's Public Document Room, 1717 H Street NW., Washington, D.C., and at the Tulsa City County Library, 400 Civic Center, Tulsa, Okla.

The order modified in certain respects the partial initial decision authorizing limited work authorization issued by the Board on July 24, 1978 (43 FR 35762) which had modified the contents of the final environmental statement prepared by the Commission's Office of Nuclear Reactor Regulation relating to the proposed construction of the Black Fox Station, unit Nos. 1 and 2.

Pursuant to the provisions of § 51.52(b)(3) of 10 CFR Part 51, the final environmental statement is deemed modified to the extent that the Board order of August 24, 1978, and the findings and conclusions contained in the partial initial decision of July 24, 1978, differ from those contained in the final environmental statement. As required by § 51.52(b)(3) of 10 CFR Part 51, a copy of the Board order has been transmitted to the Environmental Protection Agency and other interested agencies and persons in accordance with § 51.26(c) of CFR Part 51.

The Board order, the partial initial decision, and the final environmental statement are available for public inspection at the Commission's Public Document Room, 1717 H Street NW., and at the Tulsa City County Library, 400 Civic Center, Tulsa, Okla. Copies of the final environmental statement (document No. NUREG-0176) may be purchased, at $12 for printed copies and $3 for microfiche, from the National Technical Information Center, Springfield, Va. 22161.

Dated at Bethesda, Md., this 13th day of September 1978.

For the Nuclear Regulatory Commission.

WM. H. REGAN, Jr.,
Chief, Environmental Projects Branch No. 2, Division of Site Safety and Environmental Analysis.

[FR Doc. 78-26397 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. STN 50-495]

STONE & WEBSTER ENGINEERING CORP.

Reference Safety Analysis Report for SWESSAR-P1 Balance of Plant Standard Design and its Relationship to the RESAR-41 Standard Design and Issuance of Amendment to Preliminary Design Approval

Notice is hereby given that the staff of the Nuclear Regulatory Commission has issued amendment No. 1 to preliminary design approval No. PDA-4, dated September 8, 1978, for the reference system design of a balance of plant portion of a pressurized water reactor nuclear powerplant utilizing the Westinghouse RESAR-41 nuclear steam supply system design, and as described in the application by Stone & Webster Engineering Corp. (SWESSAR-P1). Preliminary design approval No. PDA-4 was issued by the staff of the Nuclear Regulatory Commission on May 5, 1976.

The amendment extends the expiration date for preliminary design approval No. PDA-4 from December 31, 1978, to May 5, 1979. This change was made as a result of the Nuclear Regulatory Commission's August 1978 policy statement on standardization, which provided for administrative extensions of preliminary design approvals for balance of plant designs to 3 years from the date of issuance. Previously, all preliminary design approvals issued for balance of plant designs were set to terminate 3 years after issuance of the preliminary design approval for the mating nuclear steam supply system, even if this resulted in a relatively short lifetime for the balance of plant preliminary design approval. As noted in the Commission's policy statement, this requirement was considered to be an unnecessary penalty.

Amendment No. 1 to PDA-4 is effective as of its date of issuance and shall expire on May 5, 1979, unless earlier superseded by issuance of a final design approval for the SWESSAR/RESAR-41 design, or unless extended by the staff of the Nuclear Regulatory Commission. The expiration of PDA-4, amendment No. 1 should not affect use of PDA-4, amendment No. 1 for reference in any construction permit application filed prior to such date.

A copy of preliminary design approval No. PDA-4, amendment No. 1, dated September 8, 1978, is available for public inspection at the Commission's public document room at 1717 H Street NW., Washington, D.C. 20555.

Dated at Bethesda, Md., this 8th day of September 1978.

For the Nuclear Regulatory Commission.

CLEMENS J. HELTEMES, Jr.,
Chief, Standarization Branch, Division of Project Management.

[FR Doc. 78-26398 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. STN 50-495]

STONE & WEBSTER ENGINEERING CORP.

Reference Safety Analysis Report for Swessar-P1 Balance of Plant Standard Design and Its Relationship to the Cessar Standard Design and Notice of Issuance of Amendment to Preliminary Design Approval

Notice is hereby given that the staff of the Nuclear Regulatory Commission has issued amendment No. 1 to preliminary design approval No. PDA-6, dated September 8, 1978, for the reference system design of a balance of plant portion of a pressurized water reactor nuclear powerplant utilizing the Combustion Engineering CESSAR nuclear steam supply system design, and as described in the application by Stone & Webster Engineering Corp. (SWESSAR-P1). Preliminary design approval No. PDA-6 was issued by the staff of the Nuclear Regulatory Commission on August 18, 1976.

The amendment extends the expiration date for preliminary design approval No. PDA-6 from December 31, 1978, to August 18, 1979. This change was made as a result of the Nuclear Regulatory Commission's August 1978 policy statement on standardization, which provided for administrative extensions of preliminary design approvals for balance of plant designs to 3 years from the date of issuance. Previously, all preliminary design approvals issued for balance of plant designs were set to terminate 3 years after issuance of the preliminary design approval for the mating nuclear steam supply system, even if this resulted in a relatively short lifetime for the balance of plant preliminary design approval. As noted in the Commission's policy statement, this requirement was considered to be an unnecessary penalty.

Amendment No. 1 to PDA-6 is effective as of its date of issuance and shall expire on August 18, 1979, unless earlier superseded by issuance of a final design approval for the SWESSAR/CESSAR design, or unless extended by the staff of the Nuclear Regulatory Commission. The expiration of PDA-6, amendment No. 1 should not affect use of PDA-6, amendment No. 1 for reference in any construction permit application filed prior to such date.

A copy of preliminary design approval No. PDA-6, amendment No. 1, dated September 8, 1978, is available for public inspection at the Commission's public document room at 1717 H Street NW., Washington, D.C. 20555.

Dated at Bethesda, Md., this 8th day of September 1978.

For the Nuclear Regulatory Commission.

CLEMENS J. HELTEMES, Jr.,
Chief, Standardization Branch, Division of Project Management.

[FR Doc. 78-26399 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. STN 50-495]

STONE & WEBSTER ENGINEERING CORP.

Reference Safety Analysis Report for SWESSAR-P1 Balance of Plant Standard Design and its Relationship to the RESAR-3S Standard Design and Issuance of Amendment to Preliminary Design Approval

Notice is hereby given that the staff of the Nuclear Regulatory Commission has issued amendment No. 1 to preliminary design approval No. PDA-8, dated September 8, 1978, for the reference system design of a balance of plant portion of a pressurized water reactor nuclear powerplant utilizing the Westinghouse RESAR-3S nuclear steam supply system design, and as described in the application by Stone & Webster Engineering Corp. (SWESSAR-P1). Preliminary design approval No. PDA-8 was issued by the staff of the Nuclear Regulatory Commission on March 31, 1977.

The amendment extends the expiration date for preliminary design approval No. PDA-8 from December 30, 1979, to March 31, 1980. This change was made as a result of the Nuclear Regulatory Commission's August 1978 policy statement on standardization, which provided for administrative extensions of preliminary design approvals for balance of plant designs to 3 years from the date of issuance. Previously, all pulmonary design approval issued for balance of plant designs were set to terminate 3 years after issuance of the preliminary design approval for the mating nuclear supply system, even if this resulted in relatively short lifetime for the balance of plant preliminary design approval. As noted in the Commission's policy statement, this requirement was considered to be an unnecessary penalty.

Amendment No. 1 to PDA-8 is effective as of its date of issuance and shall expire on March 31, 1980, unless earlier superseded by issuance of a final design approval for the SWESSAR/RESAR-3S design, or unless extended by the staff of the Nuclear Regulatory Commission. The expiration of PDA-8, amendment No. 1 should not affect use of PDA-8, amendment No. 1 for reference in any construction permit application filed prior to such date.

A copy of preliminary design approval No. PDA-8, amendment No. 1 dated September 8, 1978, is available for public inspection at the Commission's public document room at 1717 H Street NW., Washington, D.C. 20555.

Dated at Bethesda, Md., this 8th day of September 1978.

For the Nuclear Regulatory Commission.

CLEMENS J. HELTEMES, Jr.,
Chief, Standardization Branch, Division of Project Management.

[FR Doc. 78-26400 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket No. 50-296]

TENNESSEE VALLEY AUTHORITY

Issuance of Amendment to Facility Operating License

The U.S. Nuclear Regulatory Commission (the Commission) has issued amendment No. 15 to facility operating license No. DPR-68 issued to Tennessee Valley Authority (the Licensee), which revised technical specifications for operation of the Browns Ferry nuclear plant, unit No. 3, located in Limestone County, Ala. The amendment is effective as of the date of issuance.

This amendment changes the technical specifications to clarify that the reactor protection system instrument channels must be operable only when there is fuel in the reactor. In addition, the change removes the requirement for a minimum countrate on the source range monitors when all the fuel is being removed from the reactor provided that all control rods are fully inserted and rendered electrically inoperable. The change authorized by this amendment is identical to the changes authorized by amendment No. 33 to DPR-33 and amendment No. 30 to DPR-52 for Browns Ferry units Nos. 1 and 2, respectively, issued with the Commission's letter of September 13, 1977.

The application for the amendment complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR chapter I, which are set forth in the license amendment. Prior public notice of this amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has determined that the issuance of this amendment will not result in any significant environmental impact and that pursuant to 10 CFR 51.5(d)(4) an environmental impact appraisal need not be prepared in connection with issuance of this amendment.

For further details with respect to this action, see: (1) The application for amendment dated September 8, 1978, (2) amendment No. 15 to license No. DPR-68, and (3) the Commission's related safety evaluation. All of these items are available for public inspection at the Commission's public document room, 1717 H Street NW., Washington, D.C., and at the Athens Public Library, South and Forrest, Athens, Ala. 35611. A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md., this 12th day of September 1978.

For the Nuclear Regulatory Commission.

THOMAS A. IPPOLITO,
Chief, Operating Reactors Branch No. 3, Division of Operating Reactors.

[FR Doc. 78-26401 Filed 9-19-78; 8:45 am]

[7590-01]

[Docket Nos. 50-500 and 50-501]

TOLEDO EDISON CO., ET AL., DAVIS-BESSE NUCLEAR POWER STATION, UNIT NOS. 2 AND 3

Issuance of Limited Work Authorization (LWA-2)

Pursuant to the provisions of 10 CFR 50.10(e) of the Nuclear Regulatory Commission's (Commission) regulations, the Commission has authorized the Toledo Edison Co. to conduct certain additional activities in connection with the Davis-Besse nuclear power station, units Nos. 2 and 3, prior to a decision regarding the issuance of construction permits.

An initial decision on matters relating to the National Environmental Policy Act and site suitability was issued by the Atomic Safety and Licensing Board in the above captioned proceeding on December 31, 1975. A limited work authorization (LWA-1) was issued to the Toledo Edison Co. on that date, the notice of issuance of which was published in the FEDERAL REGISTER on January 7, 1976 (41 FR 1337).

By letter of May 25, 1978, as amended by a letter of June 6, 1978, the applicant requested additional activities. The activities which the Atomic Safety and Licensing Board has determined may now be authorized are within the scope of those authorized by 10 CFR 50.10(e)(3) and include the following:

perform bedrock rock verification program, including exploratory drilling and remedial

grouting in the containment, auxiliary building, and turbine building areas.

Any activities undertaken pursuant to this additional authorization are entirely at the risk of the Toledo Edison Co. and, except as to matters determined under §50.10 (e)(2) and (e)(3)(ii), the grant of the authorization has no bearing on the issuance of construction permits with respect to the requirements of the Atomic Energy Act of 1954, as amended, and rules, regulations, or orders promulgated pursuant thereto.

A supplemental partial initial decision on matters relating to certain safety related activities was issued by the Atomic Safety and Licensing Board in the above captioned proceeding on August 30, 1978. A copy of: (1) The supplemental partial initial decision; (2) the partial initial decision dated December 31, 1975; (3) the applicant's preliminary safety analysis report and amendments thereto; (4) the applicant's environmental report and amendments thereto; (5) the staff's final environmental statement dated September 1975; and (6) the Commission's letter of authorization, dated September 13, 1978, are available for public inspection at the Commission's public document room at 1717 H Street NW., Washington, D.C., and at the Ida Rupp Public Library, 310 Madison Street, Port Clinton, Ohio.

Dated at Bethesda, Md., the 13th day of September 1978.

For the Nuclear Regulatory Commission.

RONALD L. BALLARD,
Chief, Environmental Projects Branch 1, Division of Site Safety and Environmental Analysis.

[FR Doc. 78-26402 Filed 9-19-78; 8:45 am]

[7590-01]

REGULATORY GUIDE

Issuance and Availability

The Nuclear Regulatory Commission has issued a guide in its regulatory guide series. This series has been developed to describe and make available to the public methods acceptable to the NRC staff of implementing specific parts of the Commission's regulations and, in some cases, to delineate techniques used by the staff in evaluating specific problems or postulated accidents and to provide guidance to applicants concerning certain of the information needed by the staff in its review of applications for permits and licenses.

Regulatory Guide 1.75, Revision 2, "Physical Independence of Electric Systems," describes a method acceptable to the NRC staff of complying with the Commission's regulations with respect to the physical independence of the circuits and electric equipment comprising or associated with the class 1E power system, the protection system, systems actuated or controlled by the protection system, and auxiliary or supporting systems that must be operable for the protection system and the systems it actuates to perform their safety-related functions. This guide was revised to incorporate some minor editorial changes that clarify its applicability with respect to defense against the effects of fires.

Comments and suggestions in connection with (1) items for inclusion in guides currently being developed or (2) improvements in all published guides are encouraged at any time. Comments should be sent to the Secretary of the Commission, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Docketing and Service Branch.

Regulatory guides are available for inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C. Requests for single copies of issued guides (which may be reproduced) or for placement on an automatic distribution list for single copies of future guides in specific divisions should be made in writing to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Technical Information and Document Control. Telephone requests cannot be accommodated. Regulatory guides are not copyrighted, and Commission approval is not required to reproduce them.

(5 U.S.C. 552(a).)

Dated at Rockville, Md., this 11th day of September 1978.

For the Nuclear Regulatory Commission.

ROBERT B. MINOGUE,
Director,
Office of Standards Development.

[FR Doc. 78-26403 Filed 9-19-78; 8:45 am]

[1505-01]

POSTAL SERVICE

BULK THIRD-CLASS CARRIER—ROUTE PRESORT CLASSIFICATION

Negative Declaration

Correction

In FR Doc. 78-25647 appearing at page 40956 in the issue for Wednesday, September 13, 1978, on page 40957, third column, insert the following below "September 6, 1978.":

"cc: General Counsel
Director, Office of Program Planning
Real Estate & Buildings Department"

[1505-01]

ELECTRONIC COMPUTER ORIGINATED MAIL CLASSIFICATION

Negative Declaration

Correction

In FR Doc. 78-25646 appearing at page 40959 in the issue for Wednesday, September 13, 1978, on page 40960, third column, insert the following below "September 6, 1978.":

"cc: General Counsel
Director, Office of Program Planning
Real Estate & Buildings Department"

[1505-01]

PARCEL RECLASSIFICATION

Negative Declaration

Correction

In FR Doc. 78-25645 appearing at page 40960 in the issue for Wednesday, September 13, 1978, on page 40962, third column, insert the following below "September 5, 1978.":

"cc: General Counsel
Director, Office of Program Planning
Real Estate & Buildings Department"

The FR Doc. line file date should read "9-7-78" instead of "9-12-78".

[8010-01]

SECURITIES AND EXCHANGE COMMISSION

[Rel. No. 20707, 70-6165]

AMERICAN ELECTRIC POWER CO., INC., ET AL.

Proposed Procurement of Letter of Credit by Holding Company for Benefit of Subsidiaries

SEPTEMBER 13, 1978.

American Electric Power Co., Inc. ("AEP"), 2 Broadway, New York, New York 10004, a registered holding Company, and seven of its indirect subsidiary coal companies, Cedar Coal Co. ("CEDAR"), Central Appalachian Coal Co. ("CACO"), Central Coal Co. ("CCO"), Southern Appalachian Coal Co. ("SACO"), 301 Virginia Street, East, Charleston, W. Va. 25327, Central Ohio Coal Co. ("COCO"), Southern Ohio Coal Co. ("SOCO") and Windsor Power House Coal Co. ("Windsor") (collectively "Coal Companies"), 301 Cleveland Avenue SW., Canton, Ohio 44702, have filed a declaration with this Commission pursuant to the Public Utility Holding Act of 1935 ("Act"), designating sections 12(b) and 12(f) of the Act and rule 45 promulgated thereunder as applicable to the proposal. All interested persons are referred to the declaration, which

is summarized below, for a complete statement of the proposal.

AEP requests approval for a letter of credit for $1,534,300 which it procured on behalf of the Coal Companies in accordance with requirements of the negotiated settlement of a coal miner's strike. The letter of credit was procured by AEP on April 7, 1978, pursuant to the emergency provision of rule 45(b)(3) under the Act.

The Coal Companies are members of the Bituminous Coal Operators Association, Inc. ("BCOA"). On March 27, 1978, BCOA entered into the National Bituminous Coal Wage Agreement of 1978 ("Agreement") with the United Mine Workers of America ("UMWA"), ending a prolonged strike. Section (h) of Article XX of the Agreement provides that the BCOA employers shall fully guarantee the health and benefits afforded to the miners by the various existing pension and benefit funds which are administered jointly by the employers and the UMWA.

On April 5, 1978, BCOA advised its members that in order to satisfy the requirements of said section (h) of article XX of the agreement, each member would be called upon to guarantee on a pro rata basis a loan in the amount of $62,000,000, from Citibank, N.A., to the trustees of the Mine Workers Pension fund. Such loan was to enable trustees to pay omitted pensions to retirees during the period of the coal strike. Each BCOA member's pro rata share of such guarantee was determined on the basis of its average contribution to the pension fund during the last 5 years. The Coal Companies' pro rata share of the required guarantee was 2.4747 percent, or a guarantee of $1,534,000, and they were directed to provide a letter of credit in this amount to Citibank, N.A., on April 7, 1978.

On April 7, 1978, it became necessary for AEP to procure the letter of credit on behalf of the Coal Companies in accordance with BCOA requirements. It was so procured by AEP pursuant to the emergency provisions of rule 45(b)(3) of the Act. Emergency circumstances had developed because of the immediate need to provide the guarantee under the agreement, which gave the Coal Companies only 3 days to obtain the specified letter of credit. The Coal Companies were unable to do so on the basis of their own resources.

The letter of credit will cost ¼ percent per annum and is required to remain in effect until October 31, 1980, by which time the loan to the pension trustees is expected to be repaid from future contractual contributions to the fund. It is proposed that the costs of the letter of credit and associated costs will be billed by AEP to the Coal Companies on the same basis as the Coal Companies share in the required guarantees. On this basis, i.e., on the basis of their average contributions to the pension fund during the last 5 years, the percentage of the cost of the letter of credit attributable to each of the seven Coal Companies would be:

CEDAR—14.4 percent.
CACO—8.2 percent.
CCO—2.0 percent.
SACO—7.6 percent.
COCO—27.3 percent.
SOCO—32.3 percent.
Windsor—8.2 percent.

The fees and expenses to be incurred in connection with the proposal are estimated at $11,590. It is stated that no state or federal commission, other than this Commission, has jurisdiction over the proposed transaction.

Notice is further given that any interested person may, not later than October 11, 1978, request in writing that a hearing be held on such matter, stating the nature of his interest, the reasons for such request, and the issues of fact or law raised by said declaration which he desires to convert; or he may request that he be notified if the Commission should order a hearing thereon. Any such request should be addressed: Secretary, Securities and Exchange Commission, Washington, D.C. 20549. A copy of such request should be served personally or by mail upon the declarants at the above-stated addresses and proof of service (by affidavit or, in case of an attorney at law, by certificate) should be filed with the request. At any time after said date, the declaration, as filed or as it may be amended, may be permitted to become effective as provided in rule 23 of the general rules and regulations promulgated under the Act, or the Commission may grant exemption from such rules as provided in rules 20(a) and 100 thereof or take such other action as it may deem appropriate. Persons who request a hearing or advice as to whether a hearing is ordered will receive any notices and orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereof.

For the Commission, by the Division of Corporate Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26377 Filed 9-19-78; 8:45 am]

[8010-01]

[Rel. No. 20708; 70-6143]

AMERICAN ELECTRIC POWER CO., INC.

Proposal That Holding Company Act as Surety for Subsidiary

SEPTEMBER 13, 1978.

Notice is hereby given that American Electric Power Co., Inc. ("AEP"), 2 Broadway, New York, N.Y. 10004, a registered holding company, has filed a declaration with this Commission pursuant to the Public Utility Holding Co. Act of 1935 ("Act"), designating sections 12(b) and 12(f) of the Act and rule 45 promulgated thereunder as applicable to the proposal. All interested persons are referred to the declaration, which is summarized below, for a complete statement of the proposal.

AEP requests approval of a surety bond in the amount of $3,200,000 that was posted with the Public Service Commission of West Virginia ("State Commission") on March 28, 1978, by AEP as surety and Wheeling Electric Co. ("Wheeling") as principal pursuant to the provisions of rule 45(b)(3) under the Act.

On March 31, 1978, Wheeling filed with the State Commission for increased rates on electric service in West Virginia. The additional rate increases were to be effective subject to the posting by Wheeling of the required bond, which would assure the making of appropriate refunds to customers in the event the State Commission's final order should require refunds to be made. The State Commission has permitted AEP to act as surety for Wheeling in lieu of Wheeling's posting a commercial bond. It is expected that the amount of the bond for the new rates will not exceed $3,200,000, which is the estimated additional annual revenue that the new rates will provide. The bond includes a 9½ per annum interest rate as required by West Virginia statute.

The fees and expenses to be incurred in connection with the proposal are estimated at $2,500. The Public Service Commission at West Virginia has authorized the proposal. No other state commission and no federal commission, other than this Commission, has jurisdiction over the proposal.

Notice is further given that any interested person may, not later than October 11, 1978, request in writing that a hearing be held on such matter stating the nature of his interest, the reasons for such request, and the issues of fact or law raised by said declaration which he desires to controvert; or he may request that he be notified if the Commission should order a hearing thereon. Any such request should be addressed: Secretary, Securities and Exchange Commission, Washington, D.C. 20549. A copy of such re-

quest should be served personally or by mail upon the declarant at the above-stated address, and proof of service (by affidavit or, in case of an attorney at law, by certificate) should be filed with the request. At any time after said date, the declaration, as filed or as it may be amended, may be permitted to become effective as provided in rule 23 of the general rules and regulations promulgated under the Act, or the Commission may grant exemption from such rules as provided in rules 20(a) and 100 thereof or take such other actions as it may deem appropriate. Persons who request a hearing or advice as to whether a hearing is ordered will receive any notices and orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereto.

For the Commission, by the Division of Corporate Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26378 Filed 9-19-78; 8:45 am]

[8010-01]

[Release No. 15163; SR-BSE-78-7]

BOSTON STOCK EXCHANGE, INC.

Order Approving Proposed Rule Change

SEPTEMBER 14, 1978.

On June 29, 1978, the Boston Stock exchange, Inc. ("BSE") 53 State Street, Boston, Mass. 02109, filed with the Commission, pursuant to Section 19(b)(1) of the Securities Exchange Act of 1943, 15 U.S.C. 78(s)(b)(1) (the "Act") and rule 19b-4 thereunder, copies of a proposed rule change which would amend chapter V, section 3 of the BSE rules to clarify that the rules of the registered clearing agency through which clearing and settlement are to take place govern the settlement of contracts for delivery of securities. The BSE's stated purpose of the rule filing is to eliminate a conflict concerning the size of delivery of stocks among clearing agencies through which clearing and settlement may take place.

Notice of the proposed rule change toghether with the terms of substance of the proposed rule change was given by publication of a Commission release (Securities Exchange Act release No. 34-14934, July 6, 1978) and by publication in the FEDERAL REGISTER (43 FR 35410, August 9, 1978). All written statements with respect to the proposed rule change which were filed with the Commission and all written communications relating to the proposed rule change between the Commisssion and any person were considered and (with the exception of those statements or communications which may be withheld from the public in accordance with the provisions of 5 U.S.C. 552) were made available to the public at the Commission's public reference room.

The Commission finds that the proposed rule change is consistent with the requirements of the Act and the rules and regulations thereunder applicable to registered national securities exchanges, and in particular, the requirements of section 6 and the rules and regulations thereunder.

It is therefore ordered, Pursuant to section 19(b)(2) of the Act, that the above-mentioned proposed rule change be, and it hereby is, approved.

For the Commission, by the Division of Market Regulation pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26379 Filed 9-19-78; 8:45 am]

[8010-01]

[File No. 81-3553]

BOURNS, INC.

Application and Opportunity for Hearing

SEPTEMBER 11, 1978.

Notice is hereby given that Bourns, Inc., ("Applicant") has filed an application pursuant to section 12(h) of the Securities Exchange Act of 1934, as amended, (the "31934 Act") seeking an exemption from the requirements to file reports pursuant to sections 13 and 15(d) of the Exchange Act.

The Applicant states, in part:

1. The Applicant is a California corp. subject to the reporting provisions of sections 13 and 15(d) of the 1934 Act.

2. On May 31, 1978, Applicant effected a reverse split of its outstanding Common Stock, as a result of which its public shareholdings were cancelled. The one shareholder of record is the trustee of various trusts which hold shares benefically owned by Marlan E. Bourns and members of his family.

In the absence of an exemption, Applicant would be required to file pursuant to sections 13 and 15(d) of the 1934 Act and the rules and regulations thereunder, the remaining quarterly reports on form 10-Q and annual report on form 10-K for the 1978 fiscal year. Applicant believes that its request for an order exempting it from the provisions of sections 13 and 15(d) of the 1934 Act is appropriate in view of the fact that the time, effort and expense involved in preparation of additional periodic reports would be disproportionate to any benefit to the public.

For a more detailed statement of the information presented, all persons are referred to said application which may be examined at the Commission's Public Reference Section, 1100 L Street NW., Washington, D.C. 20549.

Notice is further given that any interested person not later than October 5, 1978, may submit to the Commission in writing his views or any substantial facts bearing on this application or the desirability of a hearing thereon. Any such communication or request should be addressed to Secretary, Securities and Exchange Commission, 500 North Capitol Street, Washington, D.C. 20549, and should state briefly the nature of the interest of the person submitting such information or requesting the hearing, the reason for such request, and the issues of fact and law raised by the application which he desires to controvert. Persons who request a hearing or advice as to whether a hearing is ordered will receive any notices and orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereof. At any time after said date, an order granting the application may be issued upon request or upon the Commission's own motion.

For the Commission, by the Division of Corporation Finance pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26380 Filed 9-19-78; 8:45 am]

[8010-01]

[File No. 81-380]

CULLIGAN INTERNATIONAL CO.

Application and Opportunity for Hearing

SEPTEMBER 11, 1978.

Notice is hereby given that Culligan International Co. ("Applicant") has filed an application pursuant to section 12(h) of the Securities Exchange Act of 1934, as amended (the "1934 Act"), for an order exempting Applicant from the provisions of sections 13 and 15(d) of the 1934 Act.

The Applicant states, in part:

1. On June 2, 1978, Applicant merged with and became a wholly-owned subsidiary of Beatrice Foods Co. As a result of the merger, Applicant no longer has any publicly owned common stock.

2. The Applicant has filed with the Commission its form 10-Q for the period ended January 31, 1978, and a form 8-K which reflects the merger.

Applicant argues that the granting of the exemption would not be inconsistent with the public interest or the protection of investors.

For a more detailed statement of the information presented, all persons are referred to said application which is on file in the offices of the Commis-

sion at 500 North Capitol Street NW., Washington, D.C. 20549.

Notice is further given that any interested person not later than October 5, 1978, may submit to the Commission in writing his views or any substantial facts bearing on this application or the desirability of a hearing thereon. Any such communication or request should be addressed: Secretary, Securities and Exchange Commission, 500 North Capitol Street NW., Washington, D.C. 20549, and should state briefly the nature of the interest of the person submitting such information or requesting the hearing, the reason for such request, and the issues of fact and law raised by the application which he desires to controvert. At any time after said date, an order granting the application may be issued upon request or upon the Commission's own motion.

For the Commission, by the Division of Corporation Finance, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26381 Filed 9-19-78; 8:45 am]

[8010-01]

[Rel. No. 10399; 812-4342]

EDUCATORS LIFE INSURANCE CO. OF AMERICA ET AL.

Filing of Application for an Order Approving Substitution of Securities Held by Three Unit Investment Trusts and for an Order Exempting a Proposed Transaction and Permitting a Proposed Transaction

SEPTEMBER 13, 1978.

Notice is hereby given that Educators Life Insurance Co. of America ("Educators"), Depositor of Educators Life Insurance Co. Separate Account A ("Separate Account A"), a unit investment trust registered under the Investment Co. Act of 1940 ("Act"), Horace Mann Life Insurance Co. ("HM Life"), Depositor of Horace Mann Life Insurance Co. Separate Account B ("Separate Account B"), one Horace Mann Plaza, Springfield, Ill. 62715, a unit investment trust registered under the Act, Life Insurance Co. of North America ("LINA"), Depositor of Life Insurance Co. of North America Separate Account A ("LINA Separate Account"), 1500 Arch Street, Philadelphia, Pa. 19101, a unit investment trust registered under the Act, Horace Mann Fund, Inc. ("HMF"), an open-end management investment company registered under the Act, and NEA Mutual Fund, Inc. ("NEAMF"), 7900 Westpark Drive, McLean, Va. 22102, an open-end management investment company registered under the Act, filed and application on August 2, 1978, and amendments thereto on September 11, 1978, seeking, to the extent necessary, and order pursuant to sections 26(b) and 11 of the Act approving the substitution of the securities held by Separate Account A, Separate Account B and LINA Separate Account (collectively the "Separate Accounts") with respect to all contracts of the Separate Accounts whose underlying investment medium consists of shares of NEAMF. The application further seeks, to the extent necessary, an Order pursuant to section 17(b) of the Act for exemption from Section 17(a) of the Act and pursuant to section 17(d) of the Act and rule 17(d)-1 thereunder, to permit the purchase of assets of NEAMF by HMF in return for shares of HMF to be issued at net asset value. All interested persons are referred to the application on file with the Commission for a statement of the representations contained therein, which are summarized below.

Under a proposed agreement and plan of reorganization, HMF would acquire substantially all of the assets of NEAMF in return for shares of HMF issued at net asset value, and NEAMF would distrubute the HMF shares pro rata in return for its outstanding shares. NEAMF then expects to file for deregistration under the Act and dissolve.

Shares of NEAMF are held directly by members of the public and are also held by the Separate Accounts, each of which holds such shares to fund variable annuity contracts. Educators, HM Life and LINA, Depositors of the Separate Accounts, are under common control. HM Life is also the Depositor for HM Life Separate Account, which holds shares of HMF as the investment medium for variable annuity contracts issued by such separate account. Moreover, Separate Account A holds shares of both NEAMF and HMF as the investment medium for two classes of variable annuity contracts issued by Separate Account A. Separate Account A holds in excess of 5% of the outstanding voting shares of each of HMF and NEAMF.

Applicants state that the agreement and plan of reorganization between NEAMF and HMF is conditioned on, among other things, the approval of the proposed sale of assets by a majority of the shareholders of NEAMF at a special meeting called for the purpose of considering approval of the transaction. In additon, the substitution of HMF shares for NEAMF shares as the underlying funding medium of contracts issued by the Separate Accounts is subject to the approval of persons owning variable annuity contracts funded by such separate accounts.

Applicants state that the proxy materials being forwarded to all persons having an interest in NEAMF shares, including variable annuity contract owners. will include, among other things, a copy of the agreement and plan of reorganization as well as a current propectus of HMF. The assets of NEAMF to be sold to HMF will be valued on the basis set forth in rule 2a-4 under the Act, and the HMF shares will issued at net asset value also determined in accordance with said rule 2a-4. The HMF shares issued in consideration of the acquisition of NEAMF asstes will be distributed on a prorata basis to the NEAMF shareholders.

Applicants assert that the proposed transaction will benfit the shreholders of both HMF and NEAMF through increase of the investment aset base and that there is no overreaching or participation on terms less advantageous to any registered investment company.

SECTIONS 26 AND 11

In pertinent part, section 26(b) provides that it shall be unlawful for any depositor or trustee of a registered unit investment trust holding the security of a single issuer to substitute another security for such security unless the Commission shall have approved the substitution.

Section 11(a) of the Act provides that it shall be unlawful for any registered open-end company, or any principal underwriter for such a company, to make, or cause to be made, an offer to the holder of a security of such company, or of any other open-end investment company, to exchange his security for a security in the same or another such company on any basis other than the relative net asset values of the respective securities to be exchanged, unless the terms of the offer have first been submitted to and approved by the Commission. Section 11(c) provides that, irrespective of the basis of exchange, the provisions of subsection (a) shall be applicable to any type of offer of exhange of the securites of registered unit investment trusts for the securities of any other investment company.

If the proposed transaction is consummated, the Separate Accounts will, as shareholders of NEAMF, each receive a pro rata portion of the HMF shares issued in the transaction. While applicants assert that such a distribution and receipt is a succession of interest rather than a true substitution or exchange, the provisions of sections 26(b) and 11 are deemed relevant to the transaction.

Applicants represent that approval of the proposed substitution of shares incident to the proposed plan of reorganization would be in the best interest of the Separate Accounts' contractholders. NEAMF has experienced a significant and continuing decline in the sale of shares, as well as an increase in redemptions since 1974. Ap-

plicants further represent that it is reasonable to expect that the investment objectives of the contractholders of separate Account B and of the NEA contracts issued by Separate Account A and LINA Separate Account ("the affected contractholders") would be best served through the integration of NEAMF with another fund, thus affording all NEAMF shareholders the economies of scale that generally accrue from a larger asset pool and a broader shareholder base. The above facts and representations form the basis of the Application for orders pursuant to sections 26(b) and 11 of the Act.

SECTION 17

Section 17(a) of the Act, in relevant part, makes it unlawful (unless and exemption is granted pursuant to section 17(b)) for any affiliated person or principal underwriter for a registered investment company or any affiliated person of such a person or principal underwriter, acting as principal, to sell property to or purchase property from such investment company unless the transaction involves certain exceptions. The contemplated transaction involves HMF and NEAMF, acting as principal, buying and selling securities or property to or from one another.

Section 17(b) of the Act states that the Commission shall grant an order exempting a proposed transaction from the provisions of section 17(a) of the Act where the evidence establishes that the proposed transaction is reasonable and fair, does not involve overreaching, is consistent with the policy of each registered investment company, and is consistent with the general purposes of the Act. Applicants assert that the proposed transaction meets all the criteria set forth in the Act.

Section 17(d) of the Act and rule 17d-1 thereunder, in pertinent part, prohibit an affiliated person or an affiliated person of an affiliated person of a registered investment company, acting as principal, from participating in or effecting a transaction in connection with any joint enterprise or joint arrangement in which such registered company is a participant unless the Commission has entered an order after application, permitting such transaction.

Separate Account A is an affiliated person of both HMF and NEAMF, so that the provisions of section 17(d) are applicable to the extent that the Separate Accounts, and the depositors thereof, included herein are principals participating in the transaction between HMF and NEAMF by virtue of ownership of the shares of the two investment companies by such separate accounts and, further, to the extent that insurance company depositors of such various separate accounts are under common control. Applicant Separate Accounts, Educators, HM Life and LINA therefore request an exemption from section 17(d) of the Act and rule 17d-1 thereunder to the extent necessary to permit the consummation of the transaction between HMF and NEAMF.

Notice is further given that any interested person may, not later than October 6, 1978, at 5:30 p.m., submit to the Commission in writing a request for a hearing on the matter accompanied by a statement as to the nature of his interest, the reason for such request, and the issues, if any, of fact or law proposed to be controverted, or he may request that he be notified if the Commission shall order a hearing thereon. Any such communication should be addressed: Secretary, Securities and Exchange Commission, 500 North Capitol Street, Washington, D.C. 20549. A copy of such request shall be served personally or by mail upon Applicant at the addresses stated above. Proof of such service (by affidavit or, in the case of an attorney-at-law, by certificate) shall be filed contemporaneously with the request as provided by rule 0-5 of the rules and regulations promulgated under the Act. An order disposing of the application will be issued as of course following October 6, 1978, unless the Commission thereafter orders a hearing upon request or upon the Commission's own motion. Persons who request a hearing, or advice as to whether a hearing is ordered, will receive any notices and orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereof.

For the Commission, by the Division of Investment Management, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26382 Filed 9-19-78; 8:45 am]

[8010-01]

[File No. 81-361]

GLENDALE FEDERAL SAVINGS & LOAN ASSOCIATION

Application and Opportunity for Hearing

SEPTEMBER 11, 1978.

Notice is hereby given that Glendale Federal Savings & Loan Association (the "Applicant"), has filed an application pursuant to section 12(h) of the Securities Exchange Act of 1934, as amended (the "1934 Act"), for exemption from certain reporting requirements under section 13 and the operation of section 16 of the 1934 Act.

The application states is part:

In the absence of an exemption, the Applicant would be required to file reports adhering to all the item requirements of form 10-K, 10-Q, and 8-K, as well as reports required pursuant to section 16 of the 1934 Act.

Applicant believes that the exemptive order requested by it is appropriate in view of the fact that form 10-Q and certain items of form 10-K, as well as reports required pursuant to section 16 of the 1934 Act are a inapplicable to the pass-through mortgage pool arrangement.

For a more detailed statement of the information presented, all persons are referred to said application which is on file in the office of the Commission at 500 North Capitol Street NW., Washington, D.C. 20549.

Notice is further given that any interested person not later than October 5, 1978, may submit to the Commission in writing his views on any substantial facts bearing on the application or the desirability of a hearing thereon. Any such communication or request should be addressed: Secretary, Securities and Exchange Commission, 500 North Capitol Street NW., Washington, D.C. 20549, and should state briefly the nature of the interest of the person submitting such information or requesting the hearing, the reason for such request, and the issues of fact and law raised by the application which he desires to controvert.

Persons who request a hearing or advice as to whether a hearing is ordered will receive any notices and orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereof. At any time after said date, an order granting the application may be issued upon request or upon the Commission's own motion.

For the Commission, by the Division of Corporation Finance, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26383 Filed 9-19-78; 8:45 am]

[8010-01]

[File No. 81-396]

MERVYN'S

Application and Opportunity for Hearing

SEPTEMBER 11, 1978.

Notice is hereby given that Mervyn's has filed an application pursuant to section 12(h) of the Securities Exchange Act of 1934, as amended (the "Exchange Act"), for an order exempting the company from filing the form 10-K for the fiscal year ending January 28, 1979, the interim forms 10-Q, and all other reports required under section 15(d) of the Exchange Act.

Mervyn's application discloses in part:

1. Pursuant to a statutory merger effected on May 28, 1978, a wholly-owned subsidiary of Dayton-Hudson Corp. ("DHC") was merged with and into Mervyn's, and each outstanding share of Mervyn's common stock was converted into 0.8 of a share of DHC. As a result of this merger, Mervyn's is now a wholly-owned subsidiary of DHC and no longer has any public stockholders.

2. Audited financial statements for Mervyn's have been presented as of the latest fiscal year ended January 29, 1978 in the proxy statement sent to Mervyn's shareholders in connection with the merger.

3. The common stock of DHC is registered with the Commission pursuant to section 12(b) of the 1934 Act. DHC files current, quarterly and annual reports pursuant to section 13 of such Act.

4. The results of Mervyn's operations will be reported by DHC in its periodic reports on a consolidated basis.

For a more detailed statement of the information presented, all persons are referred to said application which is on file in the offices of the Commission at 500 North Capitol Street NW., Washington, D.C. 20549.

Notice is further given that any interested person no later than October 5, 1978, may submit to the Commission in writing his view of any substantial facts bearing on this application or the desirability of a hearing thereon. Any such communication or request should be addressed: Secretary, Securities and Exchange Commission, 500 North Capitol Street NW., Washington, D.C. 20549, and should state briefly the nature of the interest of the person submiting such information or requesting the hearing, the reasons for such request, and the issues of fact and law raised by the application which he desires to controvert. At any time after said date, an order granting the application may be issued upon request or upon the Commission's own motion.

For the Commission, by the Division of Corporation Finance, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26384 Filed 9-19-78; 8:45 am]

[8010-01]

[Release No. 15142; SR-NSCC-77-10]

NATIONAL SECURITIES CLEARING CORP.

Order Approving Proposed Rule Change

SEPTEMBER 13, 1978.

On November 9, 1977, National Securities Clearing Corp. ("NSCC"), 55 Water Street, New York, N.Y. 10041, filed with the Commission, pursuant to section 19(b)(1) of the Securities Exchange Act of 1934, 15 U.S.C. 78(s)(b)(1) (the "Act") and rule 19b-4 thereunder, copies of a proposed rule change which amended the rules and procedures of NSCC's SCC division. Notice of the filing together with the terms of substance of the proposed rule change was given by publication of Securities Exchange Act release No. 34-14172 (Nov. 16, 1977), and by publication in the FEDERAL REGISTER (42 FR 60033, Nov. 23, 1977). Public comment was invited. No written comments were received. Certain nonsubstantive technical amendments were made by NSCC in letters received July 28, 1978, and September 8, 1978.

The purpose of the proposed rule change is to consolidate the SCC, ASECC, and NCC division rules and procedures in the SCC division. The proposed rule change is separate from NSCC's conversion to a single system offering one-account processing. That conversion can occur only after certain conditions set forth in the Commission's order of January 13, 1977, granting NSCC registration as a clearing agency are satisfied.

In considering SR-NSCC-77-10, the Commission has not conducted a de novo examination of the existing rules or procedures of the ASECC, SCC, and NCC divisions. Rather, the Commission's review is limited to the questions of: (i) Whether the consolidated rules in toto will provide adequate levels of service to participants in the SCC division and, (ii) whether the amendments to existing rules are consistent with the Act.[1] The Commission may find it appropriate to effect a de novo review of some or all of these rules at the time it adopts standards for the permanent registration of clearing agencies.[2]

The Commission finds that the proposed rule change is consistent with the requirements of the Act and the rules and regulations thereunder applicable to registered clearing agencies and, in particular, the requirements of sections 17A and 19 of the Act and rules and regulations thereunder.

It is therefore ordered, Pursuant to section 19(b)(2) of the Act, that the above-mentioned proposed rule change be, and hereby is, approved.

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26385 Filed 9-19-78; 8:45 am]

[1] The proposed addition of rule 41, to provide a national institutional settlement system, is not approved by this order. That proposed change is the subject of a separate filing, SR-NSCC-77-7, filed Sept. 1, 1977, and will be considered under that caption. See Securities Exchange Act release No. 34-13969 (Sept. 19, 1977) and 42 FR 49537 (Sept. 27, 1977).

[2] See Securities Exchange Act of 1934 release No. 34-145531 (Mar 6, 1978).

[8010-01]

[File No. 1-6565]

RYAN HOMES, INC.

Application To Withdraw From Listing and Registration

SEPTEMBER 13, 1978.

The above-named issuer has filed an application with the Securities and Exchange Commission, pursuant to section 12(d) of the Securities Exchange Act of 1934 and rule 12d2-2(d) promulgated thereunder, to withdraw the specified security from listing and registration on the American Stock Exchange, Inc. ("Amex").

The reasons alleged in the application for withdrawing this security from listing and registration include the following:

The common stock of Ryan Homes, Inc. (the "Company"), has been listed for trading on the Amex since January 17, 1972. On May 25, 1978, the stock was also listed for trading on the New York Stock Exchange, Inc. ("NYSE"), and concurrently therewith, such stock was suspended from trading on the Amex. In making the decision to withdraw its common stock from listing and registration on the Amex, the Company considered the direct and indirect costs and expenses attendant on maintaining a dual listing on both exchanges. The Company does not see any particular advantage in the dual trading of its stock and believes that dual listing would fragment the market for such stock.

The application relates solely to the withdrawal from listing and registration on the Amex and shall have no effect on the continued listing of such common stock on the NYSE. The Amex has posed no objection in this matter.

Any interested person may, on or before October 13, 1978, submit by letter to the Secretary of the Securities and Exchange Commission, Washington, D.C. 20549, facts bearing upon whether the application has been made in accordance with the rules of the Exchange and what terms, if any, should be imposed by the Commission for the protection of investors. The Commission will, on the basis of the application and any other information submitted to it, issue an order granting the application after the date mentioned above, unless the Commission determines to order a hearing on the matter.

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc. 78-26386 Filed 9-19-78; 8:45 am]

[8025-01]

SMALL BUSINESS ADMINISTRATION

[License No. 03/04-0081]

CAPITAL INVESTMENT CO. OF WASHINGTON

Filing of Application for Transfer of Control of Licensed Small Business Investment Company

Notice is hereby given that an application has been filed with the Small Business Administration pursuant to 13 CFR 107.701 (1978) for transfer of control of the Capital Investment Co. of Washington (CICW), a District of Columbia corporation, and a Federal licensee under the Small Business Investment Act of 1958, as amended (Act), with its office presently located at 1120 19th Street NW., Washington, D.C. 20036.

CICW was licensed on January 22, 1963. Psychiatric Institutes of America (PIA), 1010 Wisconsin Avenue NW., Suite 900, Washington, D.C. 20007, a portfolio concern of CICW, has made an offer to purchase all of CICW's outstanding shares of capital stock at $6 per share. Shareholders of approximately 80 percent of such shares have indicated a willingness to sell their shares to PIA. In addition, CICW is to issue an additional 20,000 shares of its capital stock for $6 per share, which shares will be offered to shareholders of record as of the date of consummation of the transfer of control of CICW on a pro-rata basis. PIA has agreed to purchase all offered shares that CICW's shareholders decline to purchase.

The shares of CICW's capital stock to be acquired by PIA will be held by its wholly owned subsidiary, Ionia Corp. (Ionia), a Delaware corporation, organized on June 26, 1978. The officers and directors of Ionia Corp. are:

Edward S. Fleming, President and Director.
Louis M. Kaplan, Vice President, Director.
John Petrou, Treasurer and Director.
Richard Wakefield, Vice President.

As a condition to approval of the proposed transfer of control, CICW will divest itself of $80,000 worth of debentures of PIA now held in its portfolio. It is anticipated that this divestiture will be accomplished by redemption by PIA of the debentures involved. Upon consummation of the foregoing transactions, private paid-in capital and paid-in surplus of CICW will total $502,097, its office will be moved to 1010 Wisconsin Avenue NW., Washington, D.C. 20007, and its officers and directors will be:

Edward S. Fleming, 5017 Tilden Street NW., Washington, D.C., President and Director.
Louis M. Kaplan, 7300 Brennon Lane, Chevy Chase, Md., Vice President and Director.
John Petrou, 7409 Arrowood Road, Bethesda, Md., Secretary, Treasurer and Director.

Matters involved in SBA's consideration of the application include the general business reputation and character of the proposed new owner, and the probability of a successful operation of CICW under its control in accordance with the Act and regulations.

Notice is hereby given that any person may, not later than October 5, 1978, submit written comments on this application to The Deputy Associate Administrator for Investment, Small Business Administration, 1441 L Street NW., Washington, D.C. 20416.

A similar notice shall be published by PIA in a newspaper of general circulation in Washington, D.C.

(Catalog of Federal Domestic Assistance Program No. 59.011, Small Business Investment Companies.)

Dated: September 7, 1978.

PETER F. MCNEISH,
Deputy Associate Administrator for Investment.

[FR Doc. 78-26438 Filed 9-19-78; 8:45 am]

[8025-01]

[Declaration of Disaster Loan Area No. 1502, Amdt. 1]

MICHIGAN

Declaration of Disaster Loan Area

The above numbered declaration (see 43 FR 32487), is amended by extending the filing date for physical damage until the close of business on January 18, 1979, and for economic injury until the close of business on April 30, 1979.

(Catalog of Federal Domestic Assistance Program Nos. 59002 and 59008.)

Dated: September 14, 1978.

A. VERNON WEAVER,
Administrator.

[FR Doc. 78-26441 Filed 9-19-78; 8:45 am]

[8025-01]

[Declaration of Disaster Loan Area No. 1524]

PENNSYLVANIA

Declaration of Disaster Loan Area

The area of Crystal and Courtland Streets, in East Stroudsburg, Monroe County, Pa. constitutes a disaster area because of damage resulting from a fire which occurred on April 30, 1978. Eligible persons, firms, and organizations may file applications for loans for physical damage until the close of business on November 13, 1978, and for economic injury until the close of business on June 14, 1979, at: Small Business Administration, District Office, East Lobby, Suite 400, One Bala Cynwyd Plaza, 231 St. Asaphs Road, Bala Cynwyd, Pa. 19004, or other locally announced locations.

(Catalog of Federal Domestic Assistance Program Nos. 59002 and 59008.)

Dated: September 14, 1978.

A. VERNON WEAVER,
Administrator.

[FR Doc. 78-26442 Filed 9-19-78 8:45 am]

[8025-01]

REGION I ADVISORY COUNCIL MEETING

Public Meeting

The Small Business Administration Region I Advisory Council, located in the geographical area of Hartford, Conn., will hold a public meeting at 9:30 a.m. on Tuesday, October 3, 1978, in the Conference Room, U.S. Small Business Administration, One Financial Plaza, Fourth Floor, Hartford, Conn., to discuss such business as may be presented by members, the staff of the Small Business Administration, or others attending.

For further information, write or call Thomas E. Higgins, District Director, U.S. Small Business Administration, One Financial Plaza, Fourth Floor, Hartford, Conn. 06103, 203-244-2511.

Dated: September 15, 1978.

K DREW,
Deputy Advocate for Advisory Councils.

[FR Doc. 78-26439 Filed 9-19-78; 8:45 am]

[8025-01]

REGION IX ADVISORY COUNCIL MEETING

Public Meeting

The Small Business Administration Region IX Advisory Council, located in the geographical area of San Francisco, Calif., will hold a public meeting at 10 a.m. on Wednesday, October 4, 1978, at 211 Main Street, ninth floor, conference room 917 A, B, and C, San Francisco, Calif., to discuss such matters as may be presented by members, staff of the Small Business Administration, or others present.

For further information, write or call Donald J. Marvin, District Director, U.S. Small Business Administration, 211 Main Street, fourth floor San Francisco, Calif. 94105, 415-556-7490.

Dated: September 15, 1978.

K DREW,
Deputy Advocate for Advisory Councils.

[FR Doc. 78-26440 Filed 9-19-78; 8:45 am]

[8025-01]

[Declaration of Disaster Loan Area No. 1526]

TENNESSEE

Declaration of Disaster Loan Area

Shelby County and adjacent counties within the State of Tennessee constitute a disaster area as a result of damage caused by a tornado which occurred on August 29, 1978. Eligible persons, firms, and organizations may file applications for loans for physical damage until the close of business on November 13, 1978, and for economic injury until the close of business on June 14, 1979, at: Small Business Administration, District Office, Parkway Tower, room 1012, 404 James Robertson Parkway, Nashville, Tenn. 37219, or other locally announced locations.

(Catalog of Federal Domestic Assistance Program Nos. 59002 and 59008.)

Dated: September 14, 1978.

A. VERNON WEAVER,
Administrator.

[FR Doc. 78-26443 Filed 9-19-78; 8:45 am]

[4810-31]

DEPARTMENT OF THE TREASURY

Bureau of Alcohol, Tobacco, and Firearms

[Notice No. 78-15; Reference: ATF O 1100.96]

DELEGATION TO THE ASSISTANT DIRECTOR (REGULATORY ENFORCEMENT) OF AUTHORITIES OF THE DIRECTOR IN 27 CFR PART 18, PRODUCTION OF VOLATILE FRUIT-FLAVOR CONCENTRATES

Delegation Order

1. *Purpose.* This order delegates certain authorities, now vested in the Director by regulations in 27 CFR Part 18, to the Assistant Director (Regulatory Enforcement), and permits redelegation to regulatory enforcement personnel, headquarters and field.

2. Background. Under current regulations, the Director has authority to take final action on matters relating to the location, construction, arrangement, equipment, and qualification of plants for the manufacture of volatile fruit-flavor concentrates; and to the production, removal, sale, transportation, and use of such concentrates and of the fruit mash or juice from which such concentrates are produced. It has been administratively determined that certain authorities now vested in the Director by regulations in 27 CFR Part 18, Production of Volatile Fruit-Flavor Concentrates, belong at and should be delegated to a lower organizational level.

3. *Delegations.* Under the authority vested in the Director, Bureau of Alcohol, Tobacco, and Firearms, by Treasury Department order No. 221, dated June 6, 1972, and by 26 CFR 301.7701-9, there is hereby delegated to the Assistant Director (Regulatory Enforcement) the authority to take final action on the following matters relating to 27 CFR Part 18, Production of Volatile Fruit-Flavor Concentrates:

a. To prescribe all forms required by regulations, under 27 CFR 18.21.

b. To authorize and approve, pursuant to written application:

(1) The establishment of a concentrate plant on premises where fruit products, other than concentrates, are made, under 27 CFR 18.22(a) and 27 CFR 18.43.

(2) The use of the premises and equipment of a concentrate plant, or any portion thereof, for the carrying on of any business other than that of a manufacturer of concentrates (and activities incident thereto), under 27 CFR 18.22(b) and 27 CFR 18.42.

c. To approve, pursuant to written applications:

(1) Alternate or procedures including alternate construction or equipment in lieu of methods or procedures specifically prescribed in regulations, under 27 CFR 18.23(a).

(2) Emergency variations from specified requirements in regulations for construction, equipment; and methods of operations, under 27 CFR 18.23(b).

d. To withdraw authorization of any alternate method or procedure or of any variation, under 27 CFR 18.23.

e. To approve other materials and methods for plats and flow plans, under 27 CFR 18.62.

f. To approve processes for reproducing records and the types of records to be reproduced, under 27 CFR 18.142.

4. *Redelegation.* a. The authorities in paragraphs 3a and 3d above, may be redelegated to regulatory enforcement personnel in Bureau headquarters not lower than the position of branch chief.

b. The authorities in paragraph 3b, 3c, 3e, and 3f above, may be redelegated to regulatory enforcement personnel in Bureau headquarters not lower than the position of ATF specialist.

c. The authority in paragraph 3c(2) above to approve emergency variations and the authority in paragraph 3e above, may be redelegated to regional regulatory administrators, who may redelegate these authorities to regional regulatory enforcement personnel not lower than the position of chief, technical services, or area supervisor.

d. The authorities in paragraph 3b(2), 3c(1), and 3f above with respect to approval of a request for carrying on of such other businesses, the use of alternate methods or procedures, and the type of record for reproduction and the reproduction process may be redelegated to regional regulatory administrators whenever a request is of an identical type that has been previously approved by Bureau headquarters. Regional regulatory administrators may redelegate these authorities to regional regulatory enforcement personnel not lower than the position of chief, technical services, or area supervisor.

e. The authority in paragraph 3d above may be redelegated to regional regulatory administrators, who may redelegate this authority to regional regulatory enforcement personnel not lower than the position of chief, technical services, or area supervisor. Whenever an alternate method or procedure or variaton is withdrawn, the regional regulatory administrator will notify the Assistant Director (Regulatory Enforcement) of such withdrawal.

Effective date: This order becomes effective on September 13, 1978.

Signed: September 13, 1978.

JOHN G. KROGMAN,
Acting Director.

[FR Doc. 78-26444 Filed 9-19-78; 8:45 am]

[4810-22]

Customs Service

[053595]

AMERICAN MANUFACTURER'S PETITION

Extension of Time for Comments Concerning American Manufacturer's Petition To Reclassify Certain Battery-Operated Clock Movements

AGENCY: U.S. Customs Service, Department of the Treasury.

ACTION: Notice of extension of time for comments.

SUMMARY: This notice extends the period of time permitted for the submission of comments in response to a recent American manufacturer's petition to the Customs Service to reclassify certain battery-operated clock movements. This extension will permit the preparation and submission of more detailed comments by interested members of the public.

DATES: Comments must be received on or before October 17, 1978.

ADDRESS: Comments, preferably in triplicate, should be addressed to the Commissioner of Customs, Attention: Regulations and Legal Publications Division, Room 2335, U.S. Customs

Service, 1301 Constitution Avenue NW., Washington, D C. 20229.

FOR FURTHER INFORMATION CONTACT:

Simon Cain, Classification and Value Division, U.S. Customs Service, 1301 Constitution Avenue NW., Washington, D.C. 20229, 202-566-5727.

SUPPLEMENTARY INFORMATION: On August 17, 1978, the Customs Service published in the FEDERAL REGISTER (43 FR 36548) a notice of receipt of an American manufacturer's petition, filed under section 516 of the Tariff Act of 1930, as amended (19 U.S.C. 1516). On the basis that the metal bearings used in the clock movements are substitutes for jewels and should be counted as jewels for tariff purposes, the petitioner has requested the reclassification of certain battery-operated clock movements under items 720.04 or 720.08, Tariff Schedules of the United States.

COMMENTS

Comments concerning the American manufacturer's petition were to have been received on or before September 18, 1978. However, the Customs Service has been requested to extend the period of time for submission of comments in order to allow additional time for the preparation of a response to the American manufacturer's petition. As a result, the period of time for submission of comments is extended to October 17, 1978.

DONALD W. LEWIS,
Acting Assistant Commissioner, Regulations and Rulings.

SEPTEMBER 14, 1978.

[FR Doc. 78-26387 Filed 9-19-78; 8:45 am]

[4810-22]

CERTAIN ELECTRICAL SOUND EQUIPMENT AND ELECTRONIC MUSICAL INSTRUMENTS FROM JAPAN

Final Countervailing Duty Determination

AGENCY: U.S. Customs Service, Treasury.

ACTION: Final countervailing duty determination.

SUMMARY: This is to advise the public that a countervailing duty investigation has resulted in a final determination that the Government of Japan has not given benefits considered to be bounties or grants within the meaning of the countervailing duty law on the manufacture or exportation of certain electrical sound equipment and electronic musical instruments.

EFFECTIVE DATE: September 20, 1978.

FOR FURTHER INFORMATION CONTACT:

Steve Garment, Operations Officer, Technical Branch, Duty assessment Division, Office of Operations, U.S. Customs Service, 1301 Constitution Avenue NW., Washington, D.C. 20229, telephone 202-566-5492.

SUPPLIMENTARY INFORMATION: On March 3, 1978, an "Initiation of Countervailing Duty Investigation and Preliminary Determination" was published in the FEDERAL REGISTER (43 FR 8898). That notice stated that it had preliminarily been determined that no benefits had been bestowed by the Government of Japan to manufacturers/exporters of certain electrical sound equipment and electronic musical instruments which constituted bounties or grants within the meaning of section 303 of the Tariff Act of 1930, as amended (19 U.S.C. 1303) (hereinafter referred to as "the Act").

The electrical sound equipment specified in the petition includes all types of audio frequency electric amplifiers (by themselves or in combination with RF amplifiers), Microphones, speakers (including, but not limited to, horns, drivers, and tweeters), speaker arrays or systems, mixers, public address systems, and sound amplifier sets, classifiable under items 684.70, 685.25, 685.32, 685.40, 685.50, and 688.40 of the Tariff Schedules of the United States Annotated (TSUSA). The electronic musical instruments specified in the petition are classifiable under items 725.46 and 725.47 of the TSUSA.

The preliminary determination stated in part:

> The only "bounty or grant" alleged by the petitioner to be countervailable is the forgiveness of the Japanese Commodity Tax upon the export of the subject merchandise. The Department has consistently held that the non-excessive rebate or remission of indirect taxes, directly related to an exported product, does not constitute a bounty or grant within the meaning of the law. The fact that imports into Japan of the subject merchandise are subject to duty does not, in itself, operate to make commodity tax rebates bounties or grants; and there is no evidence before the Department that the commodity tax rebates, either in themselves or in conjunction with Japanese import duties on similar merchandise, operate to confer bounties or grants on exports from Japan of the merchandise in question. (43 FR 8899.)

Upon investigation, no information has been presented which would indicate any excessive rebate or remission of the commodity tax. Since neither remission of the commodity tax on exports nor assessment of both the commodity tax and customs duties on imports, by itself, would constitute the payment or bestowal of a bounty or grant within the meaning of the Act, it has been determined that the non-excessive remission of the commodity tax, notwithstanding the conjunction of the practices alleged by the petitioner, similarly would not constitute a "bounty or grant." Support for such an interpretation has been provided by the Supreme Court in *Zenith Radio Corporation* v. *United States*, —— U.S. ——, 46 U.S.L.W. 4752 (June 21, 1978), wherein the court affirmed the Secretary's determination that the nonexcessive remission of an indirect tax (the Japanese commodity tax) did not constitute a bounty or grant within the meaning of the Act.

Therefore, it is determined that no bounty or grant is being paid or bestowed, directly or indirectly, within the meaning of section 303 of the Act (19 U.S.C. 1303), upon the manufacture, production, or exportation of certain electrical sound equipment and electronic musical instruments from Japan.

This notice is published pursuant to section 303(a), Tariff Act of 1930, as amended (19 U.S.C. 1303(a)).

Pursuant to Reorganization Plan No. 26 of 1950 and Treasury Department order 190 (revision 15), March 16, 1978, the provisions of Treasury Department order No. 165, revised, November 2, 1954, and § 159.47 of the Customs regulations (19 CFR 159.47), insofar as they pertain to the issuance of a final countervailing duty determination by the Commissioner of Customs, are hereby waived.

ROBERT H. MUNDHEIM,
General Counsel of the Treasury.

SEPTEMBER 11, 1978.

[FR Doc. 78-26417 Filed 9-18-78; 8:45 am]

[4830-01]

Internal Revenue Service

[Delegation Order No. 133 Rev. 2]

DELEGATION OF AUTHORITY

Authority To Grant Security Clearances

AGENCY: Internal Revenue Service, Treasury.

ACTION: Delegation of authority.

SUMMARY: The responsibility for security clearances for officials and employees occupying other than critical-sensitive positions has been changed from the Director, Personnel Division, and delegated to the Director, Security Standards and Evaluation Division. The text of the delegation order appears below.

EFFECTIVE DATE: September 14, 1978.

FOR FURTHER INFORMATION CONTACT:

Ms. Wanda Brasher, A:P:EE, 1111 Constitution Avenue NW., Room 706WB, Washington, D.C. 20224, 202-376-0530 (not toll free).

This document does not meet the criteria for significant regulations set forth in paragraph 8 of the proposed Treasury directive appearing in the FEDERAL REGISTER for Wednesday, May 24, 1978.

J. S HENDERSON II,
Chief, Employment Branch, Personnel Division.

(1) The authority granted to the Commissioner of Internal Revenue by Treasury Department order No. 82 (revised Jan. 17, 1973), for performing the operating functions relating to Internal Revenue personnel security, including the granting of security clearances and the denial or termination of clearances based upon a determination that they are not required, is hereby delegated to:

(a) The Deputy Commissioner, as personnel security officer, to grant, deny, and terminate, top secret, secret, and confidential security clearances for officials and employees occupying critical-sensitive positions as defined in IRM 0736 or given critical-sensitive assignments, except top secret security clearances for:

(1) Presidential appointees requiring confirmation by the Senate;

(2) Occupants of executive level positions (Commissioner, Deputy Commissioner, and Chief Counsel);

(b) The Director, Security Standards and Evaluation Division, to grant, deny, and terminate secret or confidential security clearances for officials and employees occupying other than critical-sensitive positions or on other than critical-sensitive assignments.

(2) The authority granted in 1(a) may be redelegated to the Assistant to the Deputy Commissioner; the authority granted in 1(b) may not be redelegated.

(3) The authority to deny or terminate clearances granted in both 1(a) and 1(b) includes only the denial or termination of a clearance based upon the determination that the clearance is not required. The authority to terminate (deny or withdraw) clearances based upon security implications is not granted by this delegation order. Such authority is held by the Director of Personnel, Department of the Treasury, as delegated by the Secretary of the Treasury and the Assistant Secretary for Administration.

(4) Delegation order No. 133 (rev. 1), issued May 20, 1975, is superseded.

JEROME KURTZ,
Commissioner.

[FR Doc. 78-26447 Filed 9-19-78; 8:45 am]

[1505-01]

INTERSTATE COMMERCE COMMISSION

[Decisions Volume No. 18]

Decision—Notice

Correction

In FR Doc. 78-22616 appearing at page 36185 in the issue for Tuesday, August 15, 1978 and corrected at page 41453 in the issue for Monday, September 18, 1978; in the second column, at the top, the third line of the correction numbered 1 should read "114273 (Sub-409F)".

[1505-01]

[Decision Vol. No. 20]

DECISION—NOTICE

Correction

In FR Doc. 78-23368 appearing at page 37311 in the issue for Tuesday, August 22, 1978 and corrected at page 41453 in the issue for Monday, September 18, 1978; in the second column, the third line of the correction numbered 1 should read "94265 (Sub-270F)".

[7035-01]

FOURTH SECTION APPLICATION FOR RELIEF

SEPTEMBER 15, 1978.

This application for long-and-short-haul relief has been filed with the ICC.

Protests are due at the ICC within 15 days from the date of publication of this notice.

FSA No. 43606, Southwestern Freight Bureau, agent's No. B-769, rates on beet or cane sugar, from Minnesota and North Dakota, to Braum, Okla., in its tariff 3-G, ICC 4685, to become effective October 13, 1978. Grounds for relief—market competition.

By the Commission.

H.G. HOMME, Jr.,
Acting Secretary.

[FR Doc. 78-26431 Filed 9-19-78; 8:45 am]

[7035-01]

IRREGULAR-ROUTE MOTOR COMMON CARRIERS OF PROPERTY-ELIMINATION OF GATEWAY LETTER NOTICES

Notice

SEPTEMBER 13, 1978.

The following letter-notices of proposals to eliminate gateways for the purpose of reducing highway congestion, alleviating air and noise pollution, minimizing safety hazards, and conserving fuel have been filed with the Interstate Commerce Commission under the Commission's gateway elimination rules (49 CFR 1065), and notice thereof to all interested persons is hereby given as provided in such rules.

An original and two copies of protests against the proposed elimination of any gateway herein described may be filed with the Interstate Commerce Commission within 10 days from the date of this publication. A copy must also be served upon applicant or its representative. Protests against the elimination of a gateway will not operate to stay commencement of the proposed operation.

Successively filed letter-notices of the same carrier under these rules will be numbered consecutively for convenience in identification. Protests, if any, must refer to such letter-notices by number.

The following applicants seek to operate as a *common carrier*, by motor vehicles, over irregular routes.

MC 34631 (Sub-E2) (Correction), filed May 15, 1974, published in the FEDERAL REGISTER, issue of September 22, 1975, and partially republished, as corrected, this issue. Applicant: A. ARNOLD AND SON TRANSFER & STORAGE CO. INC., 2600 West Broadway, P.O. Box 11033, Louisville, KY 40211. Representative: A. F. Mirus (same as above). *Household goods*, as defined by the Commission, * * * (3) between points in Adair County, MO, on the one hand, and, on the other, points in Logan, Otero, Larimer, Arapahoe, Las Animas, Moffat, Mesa, and La Plata Counties, CO, and between St. Louis County, MO, on the one hand, and, on the other, points in Mesa and La Plata Counties, CO (KY*); * * * (17) between points in Camden County, NJ, on the one hand, and, on the other, points in Cabell County, WV (KY*) * * * (24) between points in Hamilton, Scioto, Darke, Franklin, Belmont, Williams, Lucas, Cuyahoga, and Trumbull Counties, OH, on the one hand, and, on the other, points in Logan, Otero, Denver, Moffat, and La Plata Counties, CO (KY*) * * * (35) between points in Hamilton and Scioto Counties, OH, on the one hand, and, on the other, points in Wood, Cabell, Mercer,

Greenbrier, Randolph, Monongalia, and Raleigh Counties, WV, and between points in Belmont and Trumbull Counties, OH, on the one hand, and, on the other, points in Cabell County, WV, and between points in Williams and Lucas Counties, OH, on the one hand, and, on the other, points in Cabell, Mercer, Greenbrier, and Raleigh Counties, WV, and between points in Darke County, OH, on the one hand, and, on the other, points in Cabell, Mercer, Greenbrier, Randolph, and Raleigh Counties, WV, and between points in Franklin County, OH, on the one hand, and, on the other, points in Cabell, Mercer, Greenbrier, and Raleigh Counties, WV, and between points in Cuyahoga County, OH, on the one hand, and, on the other, points in Cabell, Mercer, Greenbrier Counties WV, (KY*) * * * (53) between points in Washington, Pittsylvania, Roanoke, Fairfax, Nansemond, Henrico, and Frederick Counties, VA, on the one hand, and, on the other, points in Alcorn, Coahoma, Washington, Lowndes, Warren, Lauderdale, Hinds, Harrison, and Forest Counties, MS (KY*) * * * (107) between points in Greenwood County, SC, on the one hand, and, on the other, points in Adams, Clinton, Bradford, Somerset, McKean, and Butler Counties, PA, and between points in Anderson County, SC, on the one hand, and, on the other, points in Somerset and Butler Counties, PA, and between points in Richland County, SC, on the one hand, and, on the other, points in KcKean and Butler Counties, PA, and between points in Jasper County, SC, on the one hand, and, on the other, points in Clinton, Somerset, McKean, and Butler Counties, PA, and between points in Charleston County, SC, on the one hand, and, on the other, points in McKean and Butler Counties, PA (KY*) * * * (144) between points in Escanaba, Leon, Duval, Hillsborough, Polk, Brevard, Lee, Palm Beach, and Dade Counties, FL, on the one hand, and, on the other, points in Osage, Choctaw, Garfield, Canadian, Carter, Cimarron, Custer, Jackson, and Comanche Counties, OK (except between points in Escanaba County, FL, on the one hand, and, on the other, points in Osage, Choctaw, Garfield, Canadian, Carter, Custer, Jackson, Comanche Counties, OK), and between points in Leon County, FL, on the one hand, and, on the other, points in Choctaw and Carter Counties, OK (KY*) * * * (168) between points in Lake, Vigo, Vanderberg, Marion, Lawrence, Wayne, and Jefferson Counties, IN, on the one hand, and, on the other, points in Plymouth, Hampden, Berkshire, Franklin, and Middlesex Counties, MA, and between points in St. Joseph County, IN, on the one hand, and, on the other, points in Plymouth, Hampden, and Middlesex Counties, MA, and between points in Steuben County, IN, on the one hand, and, on the other, points in Plymouth County, MA (KY*) * * * (Gateways eliminated: noted by asterisks above.)

NOTE.—The purpose of this republication is to correct the territorial descriptions in the above-numbered sections. The remainder of the letter-notice remains as previously published.

MC 83539 (Sub-E373), filed May 31, 1977. Applicant: C & H TRANSPORTATION, P.O. Box 5976, Dallas, TX 75222. Representative: Douglas Anderson (same as above). *Commodities*, the transportation of which, because of their size or weight, require the use of special equipment, and *related machinery*, between points in DE, on the one hand, and, on the other, points in MA. (Gateways eliminated: Philadelphia, PA and points in PA.)

MC 83539 (Sub-E380), filed May 31, 1977. Applicant: C & H TRANSPORTATION, P.O. Box 5976, Dallas, TX 75222. Representative: Douglas Anderson (same as above). *Commodities*, the transportation of which, because of their size or weight, require the use of special equipment between DC, on the one hand, and, on the other, points in MA. (Gateway eliminated: Philadelphia, PA and points in PA.)

MC 83539 (Sub-E436), filed May 31, 1977. Applicant: C & H TRANSPORTATION, P.O. Box 5976, Dallas, TX 75222. Representative: Douglas Anderson (same as above). *Commodities*, the transportation of which, because of their size or weight, require the use of special equipment, and *related machinery, parts, materials and supplies* when moving in connection with such commodities; between points in the State of CT, on the one hand, and, on the other, points in DC. (Gateways eliminated: Philadelphia, PA and points in PA.)

MC 88368 (Sub-E36)(correction), filed May 15, 1974, published in the FEDERAL REGISTER issue of August 25, 1975, and partially republished, as corrected, this issue. Applicant: CARTWRIGHT VAN LINES, INC., 1109 Cartwright Avenue, Grandview, MO 64030. Representative: Charles Ephraim, Attorney, Suite 600, 1250 Connecticut Avenue NW., Washington, D.C. 20036. *Household goods*, as defined by the Commission,* * * (11) from points in WI to points in AL (Bloomington, IL; Birdspoint, MO, Corinth, MS*); (12) from points in WI to points in FL (Hopedale, IL, Birdspoint, MO, Corinth, MS, Florence, AL*); (13) from points in WI to points in GA (Hopedale, IL, Birdspoint, MO, Corinth, MS, Florence, AL*); (14) from points in WI to points in Harlan County, KY (Chenoa, IL, Terre Haute, IN*); (15) from points in WI to points in MS (Bloomington, IL, Birdspoint, MO*). (Gateways eliminated: as noted by asterisks above.)

NOTE.—The purpose of this republication is to add the above parts, previously omitted. The remainder of this letter-notice remains as originally published.

MC 88368 (Sub-E42) (correction), filed May 15, 1974, published in the FEDERAL REGISTER issue of August 25, 1975, and partially republished, as corrected, this issue. Applicant: CARTWRIGHT VAN LINES, INC., 1109 Cartwright Avenue, Grandview, MO 64030. Representative: Charles Ephraim, Attorney, Suite 600, 1250 Connecticut Avenue NW., Washington, DC 20036. *Household goods*, as defined by the Commission, * * * (3) from points in NJ to points in AR (Philadelphia, PA, Steubenville, OH, Harlan, KY, Florence, AL*); (4) from points in NJ to points in CA in and north of Lake Colusa, Yuba, and Placer Counties (Philadelphia, PA, Steubenville, OH, Clinton, IL, Newton, KS, Sterling, CO, or Dalesport, WA*); (5) from points in NJ to points in CO (Philadelphia, PA, Steubenville, OH, Clinton, IL, Newton, KS*); (6) from points in NJ to points in ID (Philadelphia, PA, Steubenville, OH, Clinton, IL, Newton, KS, Sterling, CO, or Monida, MT*); (7) from points in NJ to points in IL within a 100-mile radius of Danville, including Danville (Philadelphia, PA, Steubenville, OH, Chenoa, IL, or Danville, IL*); (8) from points in NJ to Harlan, IA and points within 15 miles thereof (Steubenville, OH, and Chenoa, IL*); (9) from points in NJ to points in KS (Philadelphia, PA, Steubenville, OH, or Clinton, IL*); (10) from points in NJ to points in Harlan County, KY (Philadelphia, PA, Steubenville, OH*); (11) from points in NJ to points in LA (Philadelphia, PA, Steubenville, OH, Bledsoe, KY, or Cullman, AL*); (12) from points in NJ to points in MS (Philadelphia, PA, Steubenville, OH, Bledsoe, KY, Huntsville, AL*); (13) from points in NJ to points in MO (Philadelphia, PA, Steubenville, OH, or Clinton, IL*); (14) from points in NJ to points in MT (Philadelphia, PA, Steubenville, OH, Clinton, IL, Newton, KS, Sidney, NE, or Casper, WY*); (15) from points in NJ to points in NM (Philadelphia, PA, Steubenville, OH, Clinton, IL, Arkansas City, KS or El Reno, OK*); (16) from points in NJ to points in Jefferson County, OH (Philadelphia, PA, Steubenville, OH*); (17) from points in NJ to points in OK (Philadelphia, PA, Steubenville, OH, Clinton, IL, or Arkansas City, KS*); (18) from points in NJ to points in OR (Philadelphia, PA, Steubenville, OH, Clinton, IL, Newton, KS, Sterling, CO, or Marybill, WA*); (19) from points in NJ to points in TX (Philadelphia, PA, Steubenville, OH,

Clinton, IL, or Arkansas City, KS*); (20) from points in NJ to points in WA (Philadelphia, PA, Steubenville, OH, Clinton, IL, Newton, KS, or Sterling, CO*); and (21) from points in NJ to points in WY (Philadelphia, PA, Steubenville, OH, Clinton, IL, Newton, KS, or Sidney, NE*). (Gateways eliminated: as noted by asterisks above.)

NOTE.—The purpose of this republication is to add the above sections, previously omitted. The remainder of this letter-notice remains as previously published.

MC 108449 (Sub-E230), filed May 14, 1974. Applicant: INDIANHEAD TRUCK LINE, INC., P.O. Box 3355, St. Paul, MN 55165. Representative: W. A. Myllenbeck (same as above). *Petroleum products*, except petroleum chemicals (but including naptha), as described in appendix XIII to the report in Descriptions in Motor Carrier Certificates, 61 MCC 209, in bulk, in tank vehicles, from Chicago, IL, to points in NE. (Gateways eliminated: La Crosse, WI, terminal facilities of American Oil Co. near Spring Valley, MN, and terminal facilities of Williams Brothers Pipe Line Co. near Spirit Lake, IA.)

MC 112304 (Sub-E568), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from Bowling Green, KY, to points in NY. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E569), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from Owensboro, KY, to points in NY. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E570), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from those points in KY on and west of a line beginning at the KY-TN State line, and extending along Interstate Hwy 75 to junction Interstate Hwy 64, then west along Interstate Hwy 64 to the IN-KY State line on the Ohio River, to points in MN. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E571), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from Lexington, KY, to points in MN. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E572), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from Louisville, KY, to points in MN. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E573), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from those points in KY on and west of a line beginning at the KY-TN State line, and extending along Interstate Hwy 65 to junction with the Green River Parkway, then north along the Green River Parkway to junction U.S. Hwy 60 bypass, then along U.S. Hwy 60 bypass, to junction U.S. Hwy 431, then north along U.S. Hwy 431 to the IN-KY State line on the Ohio River, to points in WI. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E574), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from Bowling Green, KY, to points in WI. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E575), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from Owensboro, KY, to points in WI. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E576), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from those points in KY on and west of a line beginning at the KY-TN State line, and extending along Interstate 65 to junction with the Green River Parkway, then north along the Green River Parkway to junction U.S. Hwy 60 bypass, then west along U.S. Hwy 60 bypass to junction U.S. Hwy 431, then along U.S. Hwy 431 to the IN-KY State line on the Ohio River, to points in MI. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E577), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from Bowling Green KY, to points in MI. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E578), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, From Ownesboro, KY, to points in MI. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E579), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts*, from those points in KY on and west of a line beginning at the KY-TN State line, and extending along Interstate Hwy 65 to junction with the Green River Parkway, then north along the Green River Parkway to junction U.S. Hwy 60 bypass, then west along U.S. Hwy 60 bypass to junction U.S. Hwy 431, then north along U.S. Hwy 431 to the IN-KY State line on the Ohio River, to points in PA.

Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E580), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Bowling Green, KY, to points in PA. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E581), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Owensboro, KY, to points in PA. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E582), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in KY on and west of a line beginning at the KY-TN State line, and extending north along Interstate Hwy 65 to junction with the Green River Parkway, then north along the Green River Parkway to junction U.S. Hwy 60 Bypass, then west along U.S. Hwy 60 Bypass to junction U.S. Hwy 431, then north along U.S. Hwy 431 to the IN-KY State line on the Ohio River, to points in MD. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E583), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Bowling Green, KY, to points in MD. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E584), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Owensboro, KY, to points in MD. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E585), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in KY on and west of a line beginning at the KY-TN State line, and extending north along U.S. Hwy alternate 41 to junction U.S. Hwy 41, then north along U.S. Hwy 41 to junction U.S. Hwy 62, then east along U.S. Hwy 62 to junction U.S. Hwy 431, then along U.S. Hwy 431 to the KY-IN State line on the Ohio River, to points in WV. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E586), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Owensboro, KY, to points in WV. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E587), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in KY on and west of a line beginning at the KY-TN State line, and extending north along U.S. Hwy alternate 41 to junction U.S. Hwy 41, then north along U.S. Hwy 41 to junction U.S. Hwy 62, then east along U.S. Hwy 62 to junction U.S. Hwy 431, then east along U.S. Hwy 431 to the KY-IN State line on the Ohio River to points in VA on and east of U.S. Hwy 220. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC-112304 (Sub-E588), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Owensboro, KY, to those points in VA on and east of U.S. Hwy 220. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC-112304 (Sub-E589), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in KY on and west of a line beginning at the KY-TN State line, and extending along U.S. Hwy alternate 41, then along U.S. Hwy alternate 41 to junction U.S. Hwy 41, then north along U.S. Hwy 41 to junction U.S. Hwy 62, then east along U.S. Hwy 62 to junction U.S. Hwy 431, then north along U.S. Hwy 431 to the KY-IN State line on the Ohio River, to points in OH. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC-112304 (Sub-E590), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Owensboro, KY, to points in OH. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC-112304 (Sub-E591), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in KY on, north and east of a line beginning at the KY-TN State line, and extending along Interstate Hwy 75, then north alone Interstate Hwy 75 to junction U.S. Hwy 60, then west along U.S. Hwy 60 to junction with the Blue Grass Parkway, then west along the Blue Grass Parkway to junction Interstate Hwy 65, then south along Interstate Hwy 65 to Junction with the Western Kentucky Parkway, then west along the Western Kentucky Parkway to junction U.S. Hwy 41, then north along U.S. Hwy 41 to the KY-IN State line on the Ohio River, to points in MO. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E592), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue

Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Lexington, KY, to points in MO. Limitation: the certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E593), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in ME. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E594), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in NH. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E595), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in MA. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E596), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in RI. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E597), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in CT. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E598), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in NJ. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E599), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in NY. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E 600), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points IN to points in PA. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E601), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in DE. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E602), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in DC. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E603), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in IN on and north of Interstate Hwy 70, to those points in VA on and east of U.S. Hwy 220. Limitation: The certificate in MC 112304 (Sub-65), shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E 604), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Indianapolis, IN, to those points in VA on and east of U.S. Hwy 220. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E 605), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in VT. Limitation: The certificate MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Lima, OH.)

MC 112304 (Sub-E 606), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in AR. Limitation: The certificate MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E 607), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in LA. Limitation: The certificate MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E608), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in MS. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E609), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in AL. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E610), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: A. Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in IN on and north of a line beginning at the IN-IL State line, and extending along Interstate Hwy 70, then east along Interstate Hwy 70 to junction IN Hwy 3, then north along IN Hwy 3 to junction IN Hwy 67, then north along IN Hwy 67 to junction IN Hwy 26, then east along IN Hwy 26 to the IN-OH State line, to points in GA. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E611), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Indianapolis, IN, to points in GA. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E612), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from points in IN to points in FL. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E613), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in IN on and north of Interstate Hwy 70 to those points in TN on and west of Interstate Hwy 65. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E614), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Steet, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Indianapolis, IN, to those points in TN on and west of Interstate Hwy 65. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E615), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from those points in IN on and north of Interstate Hwy 70, to Nashville, TN. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E616), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* from Indianapolis, IN to Nashville, TN. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Evansville, IN.)

MC 112304 (Sub-E617), filed July 11, 1978. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock Street, Cincinnati, OH 45223. Representative: Charles Tell, Suite 1800, 100 East Broad Street, Columbus, OH 43215. *Guard rail and component parts,* between points in Venango County, PA, on the one hand, and, on the other, points in VA. Limitation: The certificate in MC 112304 (Sub-65) shall be of no further force and effect after August 9, 1980. (Gateway eliminated: Clarksburg, WV and 50 miles within Clarksburg, WV.)

MC 114019 (Sub-E454) (correction), filed December 20, 1976, published in the FEDERAL REGISTER issue of February 2, 1978, March 9, 1978, and April 19, 1978, and republished, as corrected, this issue. Applicant: MIDWEST EMERY FREIGHT SYSTEM, INC., 7000 South Pulaski Road, Chicago, IL 60629. Representative: Arthur J. Sibik (same as above). *Foodstuffs,* as is dealt in by wholesale and retail food business houses (except commodities in bulk), (1) between points in WI, on the one hand, and, on the other, points in IN, OH, WV, PA, NY, Baltimore and Sparrows Point, MD, and points in NJ within 30 miles of New York, NY, and points in DE, NJ, and MD within 30 miles of Philadelphia, PA; (2) between points in IA on, north and west of a line beginning at the MN-WI State line, and extending south along U.S. Hwy 63 to junction U.S. Hwy 80, then along U.S. Hwy 80 to the NE-IA State line, on the one hand, and, on the other, points in IN on and north of U.S. Hwy 40; (3) between points in IA on, north and west of a line beginning at the IL-IA State line, and extending west along U.S. Hwy 34 to junction U.S. Hwy 35, then along U.S. Hwy 35 to the IA-MO State line, on the one hand, and, on the other, points in OH, PA, NY, WV, Baltimore, MD, points in NJ within 30 miles of New York, NY, and points in MD, DE, and NJ within 30 miles of Philadelphia, PA. (Gateway eliminated: Chicago, IL)

NOTE.—The purpose of this republication is to correctly state the commodity and territorial description.

MC 117574 (Sub-E118), filed July 16, 1975. Applicant: DAILY EXPRESS, INC., P.O. Box 39, Carlisle, PA 17013. Representative: E. S. Moore, Jr. (same as above). *Agricultural, industrial, or processing machinery; tractors; or agricultural implements* which are also either heavy machinery or building and contractor's equipment, (1) between points in the PA counties of Cameron and Potter, on the one hand, and, on the other, points in the States of AL, AZ, CA, FL, GA, ID, LA, MS, NV, NM, NC, OR, SC, TX, UT, WA, and points in AR on and south of a line beginning at the AR-TN State line on Interstate Hwy 40, then along Interstate Hwy 40 to junction U.S. Hwy 49, then along U.S. Hwy 49 to junction AR Hwy 17, then along AR Hwy 17 to junction AR Hwy 1, then along AR Hwy 1 to junction AR Hwy 54, then along AR Hwy 54 to junction AR Hwy 83, then along AR Hwy 83 to junction AR Hwy 4, then along AR Hwy 4 to the AR-OK State line; points in CO on and south and west of a line beginning at the CO-NE State line on U.S. Hwy 34, then along U.S. Hwy 34 to junction U.S. Hwy 85, then along U.S. Hwy 85 to the CO-WY State line; KS, points on, south and west of a line beginning at the KS-NE State line along U.S. Hwy 36 to junction U.S. Hwy 283, then along U.S. Hwy 283 to the KS-OK State line; points in MT on and west of a line beginning at the MT-WY State line on MT Hwy 59, then along MT Hwy 59 to junction U.S. Hwy 212, then along U.S. Hwy 212 to junction U.S. Hwy 312, then along U.S. Hwy 312 to junction MT Hwy 10, then along MT Hwy 10 to junction MT Hwy 16, then along MT

Hwy 16 to the MT-SK border; points in OK on and west of a line beginning at the OK-AR State line on U.S. Hwy 70, then along U.S. Hwy 70 to junction U.S. Hwy 281, then along U.S. Hwy 281 to junction U.S. Hwy 270, then along U.S. Hwy 270 to the KS-OK State line; points in TN on and south of a line beginning at the VA-TN State line on U.S. Hwy 25E, then along U.S. Hwy 25E to junction TN Hwy 63, then along TN Hwy 63 to junction U.S. Hwy 27, then along U.S. Hwy 27 to junction TN Hwy 62, then along TN Hwy 62 to junction Interstate Hwy 40, then along Interstate Hwy 40 to the AR-TN State line; VA, points on and south of a line beginning at the VA-WV State line on U.S. Hwy 460, then along U.S. Hwy 460 to junction VA Hwy 24, then along VA Hwy 24 to junction U.S. Hwy 60, then along U.S. Hwy 60 to the Chesapeake Bay, then along the south shore of the Chesapeake Bay to the VA-NC State line, points in WY on and west of a line beginning at the CO-WY State line on U.S. Hwy 85, then along U.S. Hwy 85 to junction U.S. Hwy 87, then along U.S. Hwy 87 to junction WY Hwy 59, then along WY Hwy 59 to the MT-WY State line; (2) between points in the PA counties of Elk and McKean, on the one hand, and, on the other, points in the States of AL, AZ, CA, FL, GA, ID, LA, MS, NV, NM, NC, OR, SC, TX, UT, WA, and points in the following States; points in AR, CO, KS, MT, OK, TN, VA, and WY described in (1) above; (3) between points in the PA county of Clearfield, on the one hand, and, on the other, points in the States of AZ, CA, CO, FL, GA, ID, LA, MT, NV, NM, NC, OR, SC, TX, UT, WA, WY, and points in AL on and south of U.S. Hwy 72; points in AR on and south of a line beginning at the AR-MS State line at the junction of the Arkansas River and the Mississippi River, then along the Arkansas River to U.S. Hwy 79, then along U.S. Hwy 79 to junction AR Hwy 8, then along AR Hwy 8 to the AR-OK State line; points in KS on and west of a line beginning at the KS-OK State line along Interstate Hwy 35 to junction U.S. Hwy 56, then along U.S. Hwy 56 to junction KS Hwy 96, then along KS Hwy 96 to junction U.S. Hwy 183, then along U.S. Hwy 183 to the KS-NE State line; points in MS on and south of a line beginning at the AL-MS State line on U.S. Hwy 72 to junction U.S. Hwy 45, then along U.S. Hwy 45 to junction MS Hwy 8, then along MS Hwy 8 to the AR-MS State line; points in NE on and west of NE Hwy 61; points in ND on and west of a line beginning at the ND-SD State line on ND Hwy 6, then along ND Hwy 6 to junction Interstate Hwy 94, then along Interstate Hwy 94 to junction ND Hwy 3, then along ND Hwy 3 to junction ND Hwy 15, then along ND Hwy 15 to junction ND Hwy 20, then along ND Hwy 20 to the United States-Canadian border; points in OK on and west of a line beginning at the AR-OK State line on U.S. Hwy 270, to junction U.S. Hwy 183, then along U.S. Hwy 183 to the KS-OK State line; points in SD on and west of a line beginning at the NE-SD State line on SD Hwy 73, then along SD Hwy 73 to junction SD Hwy 14, then along SD Hwy 14 to junction SD Hwy 63, then along SD Hwy 63 to the ND-SD State line; points in TN on and south of a line beginning at the TN-VA State line on TN Hwy 33 to junction U.S. Hwy 11, then along U.S. Hwy 11 to junction U.S. Hwy 41, then along U.S. Hwy 41 to junction U.S. Hwy 72, then along U.S. Hwy 72 to the AL-TN State line; points in VA on and south of a line beginning at the Chesapeake Bay on U.S. Hwy 460 to junction U.S. Hwy 58, then along U.S. Hwy 58 to the junction VA Hwy 70, then along VA Hwy 70 to the TN-VA State line; (4) between points in the PA counties of Bedford, Blair, Cambria, and Somerset Counties, on the one hand, and, on the other, points in AZ, CA, CO, FL, ID, LA, MN, MT, NV, NM, OR, TX, UT, WA, WY, and points in AL on and south of a line beginning at the AL-SC State line on U.S. Hwy 78 to junction U.S. Hwy 278, then along U.S. Hwy 278 to the AL-MS State line; points in AR on and south of a line beginning at the AR-MS State line on AR Hwy 8 to junction U.S. Hwy 82, then along U.S. Hwy 82 to the AR-TX State line; points in GA on and south of a line beginning at the GA-SC State line on U.S. Hwy 301 to junction GA Hwy 24, then along GA Hwy 24 to junction Interstate Hwy 20, then along Interstate Hwy 20 to junction U.S. Hwy 78, then along U.S. Hwy 78 to the AL-GA State line; points in KS on and west of a line beginning at the KS-OK State line on U.S. Hwy 281 to the KS-NE State line; points in MN on and west of a line beginning at the MN-ND State line on U.S. Hwy 10 to junction MN Hwy 34, then along MN Hwy 34 to junction MN Hwy 6, then along MN Hwy 6 to junction U.S. Hwy 71, then along U.S. Hwy 71 to the United States-Canadian border; points in MS on and south of MS Hwy 12; points in NE on and west of a line beginning at the KS-NE State line on U.S. Hwy 281 to the NE-SD State line; points in ND on and west of a line beginning at U.S. Hwy 281 to junction ND Hwy 11, then along ND Hwy 11 to the MN-ND State line; points in OK on and west of a line beginning at the AR-OK State line on U.S. Hwy 70 to junction OK Hwy 3, then along OK Hwy 3 to junction U.S. Hwy 270, then along U.S. Hwy 270 to junction OK Hwy 34, then along OK Hwy 34 to the KS-OK State line; SC points on and south of a line beginning at Charleston, SC, on U.S. Hwy 17 to junction SC Hwy 64, then along SC Hwy 64 to junction U.S. Hwy 301, then along U.S. Hwy 301 to the SC-GA State line; points in SD on and west of a line beginning at the SD-NE State line on U.S. Hwy 281 to the ND-SD State line; (5) between points in Indiana and Jefferson Counties, PA, on the one hand, and, on the other, points AZ, CA, CO, FL, ID, LA, MT, NV, NM, OR, TX, UT, WA, WY, and points in AL on and south of a line beginning at the AL-GA State line on U.S. Hwy 278 to junction Interstate Hwy 59, then along Interstate Hwy 59 to junction AL Hwy 14, then along AL Hwy 14 to junction AL Hwy 17, then along AL Hwy 17 to junction AL Hwy 32, then along AL Hwy 32 to the AL-MS State line; points in AR on and south of a line beginning at the AR-MS State line on AR Hwy 8 to junction U.S. Hwy 82, then along U.S. Hwy 82 to junction U.S. Hwy 71, then along U.S. Hwy 71 to junction AR Hwy 32, then along AR Hwy 32 to the AR-OK State line; points in CT on and east of a line beginning at New London, CT on CT Hwy 32 to junction CT Hwy 52, then along CT Hwy 52 to junction U.S. Hwy 6, then along U.S. Hwy 6 to the CT-RI State line; points in GA on and south of a line beginning at the GA-SC State line on Interstate Hwy 20 to junction U.S. Hwy 78, then along U.S. Hwy 78 to the AL-GA State line; points in KS on and west of a line beginning at the KS-OK State line on U.S. Hwy 283, then along U.S. Hwy 283 to junction Interstate Hwy 70, then along Interstate Hwy 70 to junction KS Hwy 25, then along KS Hwy 25 to junction U.S. Hwy 36, then along U.S. Hwy 36 to junction KS Hwy 161, then along KS Hwy 161 to the KS-NE State line; points in ME on and east of a line beginning at the ME-NH State line on U.S. Hwy 202 to junction ME Hwy 4, then along ME Hwy 4 to junction ME Hwy 27, then along ME Hwy 27 to the United States-Canadian border; points in MD east of the Chesapeake Bay in the counties of Dorchester, Somerset, Wicomico, Worcester; points in MA on and east of MA Hwy 123; points in MS on and south of a line beginning at the AL-MS State line on MS Hwy 14 to junction MS Hwy 12, then along MS Hwy 12 to the AR-MS State line; points in NE on and west of a line beginning at the KS-NE State line NE Hwy 61, then along NE Hwy 61 to junction NE Hwy 2, then along NE Hwy 2 to junction U.S. Hwy 385, then along U.S. Hwy 385 to the NE-SD State line; points in NH on and east of NH Hwy 125; points in NC on and south of a line beginning at the VA-NC State line on U.S. Hwy 501 to junction U.S. Hwy 1, then along U.S. Hwy 1 to the NC-SC

State line; points in ND on and west of a line beginning at the ND-SD State line on ND Hwy 49 to junction ND Hwy 200, then along ND Hwy 200 to junction U.S. Hwy 83, then along U.S. Hwy 83 to the United States-Canadian border; OK, points on and west of a line beginning at the AR-OK State line on U.S. Hwy 70 to junction U.S. Hwy 77, then along U.S. Hwy 77 to junction OK Hwy 19, then along OK Hwy 19 to junction U.S. Hwy 62, then along U.S. Hwy 62 to junction U.S. Hwy 281, then along U.S. Hwy 281 to junction U.S. Hwy 183, then along U.S. Hwy 183 to the KS-OK State line; points in RI on and south of U.S. Hwy 6; points in SC on and south of a line beginning at the NC-SC State line on U.S. Hwy 1 to juncton U.S. Hwy 378, then along U.S. Hwy 378 to junction at the GA-SC State line; points in SD on and west of a line beginning at the ND-SD State line on U.S. Hwy 385 to junction SD Hwy 79, then along SD Hwy 79 to junction U.S. Hwy 212, then along U.S. Hwy 212 to junction SD Hwy 73, then along SD Hwy 73 to the ND-SD State line; points in VA on and east of a line beginning at the NC-VA State line on U.S. Hwy 501 to junction U.S. Hwy 15, then along U.S. Hwy 15 to junction U.S. Hwy 360, then along U.S. Hwy 360 to junction U.S. Hwy 460, then along U.S. Hwy 460 to junction VA Hwy 36, then along VA Hwy 36 to the south bank of the James River, then along the James River to the Chesapeake Bay, including all points in Accomack and Northampton Counties; (6) between points in the PA counties of Butler, Lawrence, and Mercer, on the one hand, and, on the other, points in the States of CA, DE, OR, WA, and, points in AZ on and west of a line beginning at the AZ-NM State line on Interstate Hwy 10 to junction U.S. Hwy 666, then along U.S. Hwy 666 to junction U.S. Hwy 180, then along U.S. Hwy 180 to junction U.S. Hwy 89 to the AZ-UT State line; GA, points on and east of a line beginning at the GA-SC State line on U.S. Hwy 301 to junction U.S. Hwy 80, then along U.S. Hwy 80 to junction GA Hwy 56, then along GA Hwy 56 to junction U.S. Hwy 221, then along U.S. Hwy 221 to junction U.S. Hwy 280, then along U.S. Hwy 280 to junction U.S. Hwy 319, then along U.S. Hwy 319 to the AL-FL State line; FL, points on and east of U.S. Hwy 231; ID, points on and west of U.S. Hwy 93; MD, points east of the Susquehanna River and the Chesapeake Bay; MT, points on and west of U.S. Hwy 93; NV, points on and west of U.S. Hwy 93; NM, points on and south of U.S. Hwy 180; NC, points on and east of Interstate Hwy 95; SC, points on and east of U.S. Hwy 301; TX, points on and south of a line beginning at the Gulf of Mexico on U.S. Hwy 87 to junction U.S. Hwy 90, then along U.S. Hwy 90 to junction Interstate Hwy 10, then along Interstate Hwy 10 to the NM-TX State line; UT, points on and west of a line beginning at the UT-AZ State line on U.S. Hwy 89 to junction UT Hwy 20, then along UT Hwy 20 to junction U.S. Hwy 91, then along U.S. Hwy 91 to junction UT Hwy 21, then along UT Hwy 21 to the NV-UT State line; VA, points in Accomack and Northampton Counties and those south of the Chesapeake Bay and east of U.S. Hwy 13; (7) between points in the PA counties of Erie and Crawford, on the one hand, and, on the other, points in CA, FL, OR, WA, and points in AL on and south of a line beginning at the AL-GA State line on U.S. Hwy 80, then along U.S. Hwy 80 to junction U.S. Hwy 29, then along U.S. Hwy 29 to junction U.S. Hwy 84, then along U.S. Hwy 84 to junction Interstate Hwy 65, then along Interstate Hwy 65 to junction Interstate Hwy 10, then along Interstate Hwy 10 to the AL-MS State line; points in AZ on and west of a line beginning at the AZ-NM State line on U.S. Hwy 70, to junction AZ Hwy 75, then along AZ Hwy 75 to junction U.S. Hwy 666, then along U.S. Hwy 666 to junction U.S. Hwy 180, then along U.S. Hwy 180 to junction U.S. Hwy 89, then along U.S. Hwy 89 to the AZ-UT State line; points in GA on and east of a line beginning at the GA-SC State line on Interstate Hwy 20 to junction GA Hwy 22, then along GA Hwy 22 to the AL-GA State line; points in ID on and west of U.S. Hwy 93; points in MD in the counties of Dorchester, Somerset, Wicomico, and Worcester; points in MT on and west of U.S. Hwy 93; points in NV on and west of a line beginning at the NV-UT State line on U.S. Hwy 6 to junction U.S. Hwy 93, then along U.S. Hwy 93 to the ID-NV State line; points in NM on and south of a line beginning at the NM-TX State line along Interstate Hwy 10 to the AZ-NM State line; points in NC on and east of U.S. Hwy 501; points in SC on and east of U.S. Hwy 1; points in TX on and south of a line beginning at the LA-TX State line along Interstate Hwy 10 to junction TX Hwy 97, then along TX Hwy 97 to junction TX Hwy 140, then along TX Hwy 140 to junction U.S. Hwy 57, then along U.S. Hwy 57 to junction TX Hwy 117, then along TX Hwy 117 to junction U.S. Hwy 90, then along U.S. Hwy 90 to junction Interstate Hwy 10, then along Interstate Hwy 10 to the NM-TX State line; points in UT on and west of a line beginning at the AZ-UT State line on U.S. Hwy 89 to junction UT Hwy 26, then along UT Hwy 26 to junction U.S. Hwy 6, then along U.S. Hwy 6 to the NV-UT State line; points in VA in the counties of Accomack and Northampton, and on and south of a line beginning at the junction of the York River and Chesapeake Bay, then along the south bank of the York River to junction VA Hwy 33, then along VA Hwy 33 to junction U.S. Hwy 60, then along U.S. Hwy 60 to junction U.S. Hwy 360, then along U.S. Hwy 360 to junction U.S. Hwy 15, then along U.S. Hwy 15 to junction VA Hwy 304, then along VA Hwy 304 to junction U.S. Hwy 501, then along U.S. Hwy 501 to the NC-VA State line; (8) between points in the PA counties of Allegheny and Beaver, on the one hand, and, on the other, points in AZ, CA, DE, NV, OR, WA, and points in the following described States: points in AL on and south of a line beginning at the AL-GA State line on AL Hwy 10 to junction U.S. Hwy 51, then along U.S. Hwy 51 to junction U.S. Hwy 84, then along U.S. Hwy 84 to junction U.S. Hwy 331, then along U.S. Hwy 331 to the AL-FL State line; points in CO on and west of a line beginning at the CO-NM State line on U.S. Hwy 550 to junction U.S. Hwy 160, then along U.S. Hwy 160 to junction U.S. Hwy 666, then along U.S. Hwy 666 to the CO-UT State line; points in FL on and east of U.S. Hwy 331; points in GA on and south of a line beginning at the Atlantic Ocean on U.S. Hwy 84 to junction U.S. Hwy 82, then along U.S. Hwy 82 to the AL-GA State line; points in ID on and west of Interstate Hwy 15; points in MD east of the Susquehanna River and the Chesapeake Bay; points in MT on and west of Interstate Hwy 15; points in NM on and west of a line beginning at the NM-TX State line along Interstate Hwy 10 to junction Interstate Hwy 25, then along Interstate Hwy 25 to junction NM Hwy 6, then along NM Hwy 6 to junction U.S. Hwy 66, then along U.S. Hwy 66 to junction U.S. Hwy 666, then along U.S. Hwy 666 to the CO-NM State line; points in NC on and south of a line beginning at the NC-VA State line on U.S. Hwy 17 to junction U.S. Hwy 13, then along U.S. Hwy 13 to junction U.S. Hwy 301, then along U.S. Hwy 301 to the NC-SC State line; points in SC east of a line beginning at the NC-SC State line on U.S. Hwy 301 to junction U.S. Hwy 52, then along U.S. Hwy 52 to the Atlantic Ocean; points in TX on and south of a line beginning at the Gulf of Mexico on U.S. Hwy 87 to junction TX Hwy 97, then along TX Hwy 97 to junction TX Hwy 173, then along TX Hwy 173 to junction U.S. Hwy 90, then along U.S. Hwy 90 to junction Interstate Hwy 10, then along Interstate Hwy 10 to the TX-NM State line; points in UT on and west of a line beginning at the UT-CO State line on UT Hwy 46 to junction U.S. Hwy 163, then along U.S. Hwy 163 to junction U.S. Hwy 6, then along U.S. Hwy 6 to junction Interstate Hwy 15, then along Interstate Hwy 15 to junction U.S. Hwy 91, then along U.S.

Hwy 91 to the ID-UT State line; points in VA in the counties of Accomack and Northampton; (9) between the PA counties of Greene and Washington, on the one hand, and, on the other, points in the States of AZ, CA, NV, OR, UT, WA, and points in the following described States: FL, points on and south of FL Hwy 70; ID, points on and west of U.S. Hwy 91; MT, points on and west of a line beginning at the MT-WY State line on U.S. Hwy 89 to junction U.S. Hwy 91, then along U.S. Hwy 91 to the United States-Canada border; NM, points on and west of a line beginning at the United State-Mexico border on NM Hwy 11 to junction U.S. Hwy 180, then along U.S. Hwy 180 to the AZ-NM State line; TX, points on and south of a line beginning at the Gulf of Mexico on TX Hwy 44 to junction U.S. Hwy 59, then along U.S. Hwy 59 to the United States-Mexico border. (Gateways eliminated: Carlisle or Waynesboro, PA, and Lineboro, MD.)

MC 117574 (Sub-E119), filed July 16, 1975. Applicant: DAILY EXPRESS, INC., P.O. Box 39, Carlisle, PA 17013. Representative: E. S. Moore, Jr. (same as above). *Agriculatural implements, agricultural machinery, tractors,* with or without attachments, *cranes, industrial and processing machinery, and attachments, accessories, and parts of all of the above-described commodities,* which are also heavy machinery or contractors equipment, and are also machinery, *commodities* which, because of size or weight, require the use of special equipment or special handling (except boats), *or self-propelled articles,* each weighing 15,000 pounds or more (when transported on trailers): (1) Between points in the NC counties of Macon and Swain, on the one hand, and, on the other, points in WA on and north of a line beginning at Aberdeen along U.S. Hwy 12, then east along U.S. Hwy 12 to junction Interstate Hwy 5, then north along Interstate Hwy 5 to its termination at the WA-Canada border; (2) between points in the NC counties of Haywood, Jackson, and Transylvania, on the one hand, and, on the other, points in CA on and north and west of a line beginning at the Pacific Ocean along CA Hwy 116 to junction CA Hwy 12, then along CA Hwy 12 to junction CA Hwy 121, then along CA Hwy 121 to junction CA Hwy 29, then south along CA Hwy 29 to junction Interstate Hwy 80, then along Interstate Hwy 80 to junction CA Hwy 89, then north along CA Hwy 89 to junction CA Hwy 36, then north along CA Hwy 36 to junction U.S. Hwy 395, then north along U.S. Hwy 395 to junction CA Hwy 299 then north along CA Hwy 299 to junction CA Hwy 139, then north along CA Hwy 139 to the CA-OR State line; points in OR on and west of a line beginning at the CA-OR State line along U.S. Hwy 97, then north along U.S. Hwy 97 to junction U.S. Hwy 197, then north along U.S. Hwy 197 to the OR-WA State line; points in WA on and west of a line beginning at the OR-WA State line along U.S. Hwy 197 to junction WA Hwy 14, then along WA Hwy 14 to junction U.S. Hwy 97 then north along U.S. Hwy 97 to junction Interstate Hwy 82, then north along Interstate Hwy 82 to junction Interstate Hwy 90, then east along Interstate Hwy 90 to the WA-ID State line; points in ID west of a line beginning at the ID-WA State line along U.S. Hwy 95 to its termination at Canadian border; (3) between points in the State of NC counties of Buncombe, Henderson, and Madison, on the one hand, and, on the other, points in CA on and north and west of a line beginning at the Pacific Ocean along U.S. Hwy 101, then north along U.S. Hwy 101 to junction CA Hwy 20, then east along CA Hwy 20 to junction Interstate Hwy 80, then east along Interstate Hwy 80 to the CA-NV State line, then north along the CA-NV State line to junction U.S. Hwy 395, then north along U.S. Hwy 395 to the CA-OR State line; points in ID on and west of a line beginning at the WA-ID State line along U.S. Hwy 95, then north along U.S. Hwy 95 to the ID-Canadian border; points in OR on and north and west of a line beginning at the CA-OR State line along U.S. Hwy 395, then north along U.S. Hwy 395 to junction OR Hwy 11, then north along OR Hwy 11 to the OR-WA State line; points in WA on and north and west of a line beginning at the OR-WA State line along U.S. Hwy 395, then northeast along U.S. Hwy 395 to the WA-ID State line; (4) between points in the NC counties of McDowell, Polk, and Rutherford, on the one hand, and, on the other, points in CA on and north of a line beginning at the Pacific Ocean near Pismo Beach along U.S. Hwy 101 to junction CA Hwy 58, then along CA Hwy 58 to junction U.S. Hwy 395, then north along U.S. Hwy 395 to the CA-NV State line; points in ID on and northwest of a line beginning at the ID-OR State line along U.S. Hwy 95, then north along U.S. Hwy 95 to junction U.S. Hwy 12, then east along U.S. Hwy 12 to the ID-MT State line; points in MT on and west of a line beginning at the ID-MT State line along U.S. Hwy 12, then east along U.S. Hwy 12 to junction Interstate Hwy 15, then north along Interstate Hwy 15 to its termination at the MT-Canada border; points in NV on and west of a line beginning at the CA-NV State line along U.S. Hwy 395, then north along U.S. Hwy 395 to junction U.S. Hwy 40, then east along U.S. Hwy 40 to junction U.S. Hwy 95, then north along U.S. Hwy 95 to the NV-OR State line; points in OR on and northwest of U.S. Hwy 95; (5) between points in the NC counties of Yancey and Mitchell and Avery, on the one hand, and, on the other, points in CA on and west of a line beginning at San Francisco, CA, on the Pacific Ocean northeast along Interstate Hwy 80 to the CA-NV State line, then along the CA-NV State line to junction U.S. Hwy 395, then northeast along U.S. Hwy 395 to the CA-OR State line; points in ID on and north of a line beginning at the WA-ID State line, then along Interstate Hwy 90 to junction U.S. Hwy 95, then north along U.S. Hwy 95 to junction U.S. Hwy 2, then east along U.S. Hwy 2 to the ID-MT State line; points in MT on and west of a line beginning at the ID-MT State line along U.S. Hwy 2 to junction U.S. Hwy 93, then north along U.S. Hwy 93 to its termination at the Canadian border; Reno, NV; points in OR on and west of a line beginning at the OR-CA State line along U.S. Hwy 395 to junction OR Hwy 31, then northwest along OR Hwy 31 to junction U.S. Hwy 97, then north along U.S. Hwy 97 to junction Interstate Hwy 80, then east along Interstate Hwy 80 to junction U.S. Hwy 395, then along U.S. Hwy 395 to the OR-WA State line; points in WA on and north and west of a line beginning at the OR-WA State line north along U.S. Hwy 12 to junction WA Hwy 127, then along WA Hwy 127 to junction U.S. Hwy 195, then north along U.S. Hwy 195 to junction Interstate Hwy 90, then east along Interstate Hwy 90 to the WA-ID State line; (6) between points in the State of NC counties of Ashe and Watauga, on the one hand, and, on the other, points in OR and WA and points in CA on and north and west of a line beginning at the Pacific Ocean near Santa Cruz along CA Hwy 152, then east along CA Hwy 152 to junction CA Hwy 99, then south along CA Hwy 99 to junction CA Hwy 168, then east along CA Hwy 168 to the CA-NV State line; points in ID on and north and west of a line beginning at the NV-ID State line along U.S. Hwy 93, to junction Interstate Hwy 80, then east along Interstate Hwy 80 to junction U.S. Hwy 191, then north along U.S. Hwy 191 to the ID-MT State line; points in MT on and west of a line beginning at the ID-MT State line along U.S. Hwy 191, then north along U.S. Hwy 191 to junction U.S. Hwy 10, then east along U.S. Hwy 10 to junction MT Hwy 22, then along MT Hwy 22 to junction MT Hwy 200, then east along MT Hwy 200 to junction MT Hwy 24, then north along MT Hwy 24 to junction with Secondary State or County Hwy 247, then north along the Secondary State or County Hwy 247 to the MT-Canadian border; points in NV on and north and west of a line beginning at the CA-NV State

line along NV Hwy 3, then north along NV Hwy 3 to junction U.S. Hwy 6, then east along U.S. Hwy 6 to junction U.S. Hwy 93, then north along U.S. Hwy 93 to the NV-ID State line; (7) between points in the State of NC counties of Forsyth and Stokes, on the one hand, and, on the other, points in ID, MT, ND, OR, and WA; and points in CA described in (6) above; points in CO on and north of a line beginning at the UT-CO State line along U.S. Hwy 40, then east along U.S. Hwy 40 to junction CO Hwy 14, then north along CO Hwy 14 to the CO-WY State line; points in MN on and west of a line beginning at the SD-MN State line along MN Hwy 30, then east along MN Hwy 30 to junction U.S. Hwy 75 to Emerson, Canada; points in NV on and north and west of a line beginning at the CA-NV State line along NV Hwy 3, then north along NV Hwy 3 to junction U.S. Hwy 95, then south along U.S. Hwy 95 to junction Interstate Hwy 15, then north along Interstate Hwy 15 to the NV-UT State line; points in SD on and north and west of a line beginning at the WY-SD State line along U.S. Hwy 18, then east along U.S. Hwy 18 to junction U.S. Hwy 183, then north along U.S. Hwy 183 to junction Interstate Hwy 90, then east along Interstate Hwy 90 to junction U.S. Hwy 81, then north along U.S. Hwy 81 to junction SD Hwy 34, then east along SD Hwy 34 to the SD-MN State line; points in UT on and north and west of a line beginning at the AZ-UT State line along Interstate Hwy 15, then north along Interstate Hwy 15 to junction UT Hwy 4, then east along UT Hwy 4 to junction U.S. Hwy 89, then north along U.S. Hwy 89 to junction Interstate Hwy 70, then east along Interstate Hwy 70 to junction UT Hwy 10, then north along UT Hwy 10 to junction UT Hwy 33, then north along UT Hwy 33 to junction U.S. Hwy 40, then north along U.S. Hwy 40 to the UT-WY State line; points in WY on and north of a line beginning at the CO-WY State line WY Hwy 230, then north along WY Hwy 230 to junction Interstate Hwy 80, then east along Interstate Hwy 80 to junction U.S. Hwy 85, then north along U.S. 85 to the WY-SD State line; (8) between points in the NC counties of Anson, Stanley, and Union, on the one hand, and, on the other, points in the States of ID, MT, ND, OR, UT, WA, and WY; and points in CA on, north and west of a line beginning at the CA-NV State line southwest along Interstate Hwy 15 to junction U.S. Hwy 395, then south along U.S. Hwy 395 to junction Interstate Hwy 10, then southeast along Interstate Hwy 10 to junction CA Hwy 86, then southeast along CA Hwy 86 to the CA-Mexico border; points in CO on and north of a line beginning at the NE-CO State line south along CO Hwy 71 to junction CO Hwy 14, then west along CO Hwy 14 to junction U.S. Hwy 287, then south along U.S. Hwy 287 to junction CO Hwy 119, then southwest along CO Hwy 119 to junction U.S. Hwy 6, then west along U.S. Hwy 6 to the CO-UT State line, then in a clockwise direction to the AZ-NV State line; points in MI on and north of a line beginning at the Sault Ste. Marie southwest along U.S. Hwy 2 to junction MI Hwy 69, then northwest along MI Hwy 69 to junction U.S. Hwy 141, then northwest along U.S. Hwy 141 to junction U.S. Hwy 41, then northeast along U.S. Hwy 41 to its termination at Lake Superior; points in MN on and north of a line beginning at Duluth southwest along MN Hwy 23 to junction U.S. Hwy 16, then west along U.S. Hwy 16 to the MN-SD State line; points in NE on and north of a line beginning at the SD-NE State line south along U.S. Hwy 81 to junction NE Hwy 12, then northwest along NE Hwy 12 to junction NE Hwy 11, then southwest along NE Hwy 11 to junction U.S. Hwy 20, then northwest along U.S. Hwy 20 to junction U.S. Hwy 83, then south along U.S. Hwy 83 to junction NE Hwy 2, then west along NE Hwy 2 to junction U.S. Hwy 385, then south along U.S. Hwy 385 to junction Interstate Hwy 80, then west along Interstate Hwy 80 to junction NE Hwy 71, then south along NE Hwy 71 to junction NE-CO State line; points in NV on and north of Interstate Hwy 15; points in OH on and east of a line beginning at Lake Erie near Ashtabula in south along OH Hwy 11 to junction OH Hwy 82, then east along OH Hwy 82 to junction OH Hwy 193, then south along OH Hwy 193 to junction OH Hwy 7, then south along OH Hwy 7 to junction U.S. Hwy 224, then east along U.S. Hwy 224 to the OH-PA State line; points in SD on and west of a line beginning at the MN-SD State line west along U.S. Hwy 16 to junction U.S. Hwy 81, then south along U.S. Hwy 81 to the SD-NE State line;

(9) between points in NC counties of Montgomery, Moore, and Richmond, on the one hand, and, on the other, points in CA, ID, MT, NV, ND, OR, SD, UT, WA, WY, and points in AZ in Mohave and Yuma Counties, and points on and north of a line beginning at the Coconino-Mohave County line along U.S. Hwy 66 to junction U.S. Hwy 89, then north along U.S. Hwy 89 to junction U.S. Hwy 160, then east along U.S. Hwy 160 to the AZ-CO State line; points in CO on and north of a line beginning at the AZ-CO State line along U.S. Hwy 160, then east along U.S. Hwy 160 to junction U.S. Hwy 550, then north along U.S. Hwy 550 to junction U.S. Hwy 50, then east along U.S. Hwy 50 to junction U.S. Hwy 285, then north along U.S. Hwy 285 to junction U.S. Hwy 85, then north along U.S. Hwy 85 to junction U.S. Hwy 6, then east along U.S. Hwy 6 to junction U.S. Hwy 138, then northeast along U.S. Hwy 138 to the NE-IA State line; points in IA on and west of a line beginning at the NE-IA State line along U.S. Hwy 20, then east along U.S. Hwy 20 to junction U.S. Hwy 75, then north along U.S. Hwy 75 to the IA-MN State line; points in MN on and north of a line beginning at the IA-MN State line along U.S. Hwy 75, then north along U.S. Hwy 75 to junction U.S. Hwy 14, then east along U.S. Hwy 14 to junction U.S. Hwy 71, then north along U.S. Hwy 71 to junction U.S. Hwy 12, then east along U.S. Hwy 12 to junction U.S. Hwy 61, then north along U.S. Hwy 61 to junction U.S. Hwy 8, then east along U.S. Hwy 8 to the MN-WI State line; points in NE on and west of a line beginning at the CO-NE State line along U.S. Hwy 138, then north along U.S. Hwy 138 to junction U.S. Hwy 30, then east along U.S. Hwy 30 to junction U.S. Hwy 83, then north along U.S. Hwy 83 to junction NE Hwy 70, then northeast along NE Hwy 70 to junction U.S. Hwy 20, then east along U.S. Hwy 20 to the IA-NE State line; points in WI on and north of a line beginning at the MN-WI State line along U.S. Hwy 8, then east along U.S. Hwy 8 to junction U.S. Hwy 63, then northeast along U.S. Hwy 63 to its termination at Ashland, WI; (10) between points in the state of NC counties of Hoke, Robeson, Scotland, on the one hand, and, on the other, points in the states of ID, MT, ND, OR, WA, WY, and points in the following described states: points in CA on and north and west of a line beginning at San Diego along Interstate Hwy 8, then east along Interstate Hwy 8 to junction CA Hwy 86, then north along CA Hwy 86 to junction CA Hwy 78, then northeast along CA Hwy 78 to junction U.S. Hwy 95, then north along U.S. Hwy 95 to the CA-NV State line; points in CO on and north and west of a line beginning at the UT-CO State line along U.S. Hwy 666, then southeast along U.S. Hwy 666 to junction U.S. Hwy 160, then east along U.S. Hwy 160 to Junction Interstate Hwy 25, then north along Interstate Hwy 25 to junction Interstate Hwy 76, then east along Interstate Hwy 76 to the CO-NE State line; points in MN on and north and west of a line beginning at the SD-MN State line along MN Hwy 30, then east along MN Hwy 30 to junction MN Hwy 23, then northeast along MN Hwy 23 to Duluth, MN; points in NE on and north and west of a line beginning at the WY-NE State line along U.S. Hwy 30 to junction U.S. Hwy 81, then north along U.S. Hwy 81 to the NE-SD State line; points in NV

on and north and west of a line beginning at the CA-NV State line along U.S. Hwy 95, then north along U.S. Hwy 95 to junction U.S. Hwy 91, then along U.S. Hwy 91 to the NV-AZ State line; points in OH on and east of a line beginning at Lake Erie near Ashtabula, OH, along OH Hwy 45, then south along OH Hwy 45 to junction U.S. Hwy 422, then east along U.S. Hwy 422 to the OH-PA State line; points in SD on and north and west of a line beginning at the NE-SD State line along U.S. Hwy 81, then north along U.S. Hwy 81 to junction SD Hwy 34, then east along SD Hwy 34 to the SD-MN State line; points in UT on and north and west of a line beginning at the AZ-UT State line along U.S. Hwy 91, then north along U.S. Hwy 91 to junction UT Hwy 14, then east along UT Hwy 14 to junction U.S. Hwy 89, then north along U.S. Hwy 89 to junction UT Hwy 24, then east along UT Hwy 24 to junction UT Hwy 95, then southeast along UT Hwy 95 to junction U.S. Hwy 163, then north along U.S. Hwy 163 to junction U.S. Hwy 666, then east along U.S. Hwy 666 to the UT-CO State line; (11) between points in NC counties of Cumberland, Harnett, and Lee, on the one hand, and, on the other points in CA, ID, MT, ND, OR, UT, WA, WY, and points in AZ on and west of a line beginning at the AZ-NM State line southwest along U.S. Hwy 60 to junction AZ Hwy 77, then southwest along AZ Hwy 77 to junction U.S. Hwy 89, then south along U.S. Hwy 89 to the AZ-Mexico border; points in CO on and west of a line beginning at the KS-CO State line along KS Hwy 96 to junction U.S. Hwy 287, then south along U.S. Hwy 287 to junction U.S. Hwy 50, then west along U.S. Hwy 50 to junction CO Hwy 10, then southwest along CO Hwy 10 to Junction CO Hwy 160, then southwest along CO Hwy 160 to junction CO Hwy 159, then southwest along CO Hwy 159 to the CO-NM State line; points in IA on and west of a line beginning at the IA-MN State line south along U.S. Hwy 65 to junction U.S. Hwy 18, then west along U.S. Hwy 18 to junction IA Hwy 15, then southwest along IA Hwy 15 to junction IA Hwy 3, then west along IA Hwy 3 to junction U.S. Hwy 71, then south along U.S. Hwy 71 to junction IA Hwy 175, then west along IA Hwy 175 to junction IA Hwy 39, then southwest along IA Hwy 39 to junction U.S. Hwy 30, then southwest along U.S. Hwy 30 to junction U.S. Hwy 75, then south along U.S. Hwy 75 to the IA-NE State line; points in KS on and west of a line beginning at the NE-KS State line south along U.S. Hwy 183 to junction KS Hwy 9, then southwest along KS Hwy 9 to junction KS Hwy 23, then west along KS Hwy 23 to junction U.S. Hwy 83, then south along U.S. Hwy 83 to junction KS Hwy 40, then southwest along U.S. Hwy 40 to junction KS Hwy 27, then south along KS Hwy 27 to junction KS Hwy 96, then west along KS Hwy 96 to the KS-CO State line; points in MI on and north and west of a line beginning at Lake Michigan at Empire east along MI Hwy 72 to junction U.S. Hwy 131, then northeast along U.S. Hwy 131 to junction MI Hwy 32, then east along MI Hwy 32 to its termination at Lake Huron; points in MN on and west of a line beginning at the WI-MN State line southwest along MN Hwy 60 to junction U.S. Hwy 63, then south along U.S. Hwy 63 to junction Interstate Hwy 90, then southwest along Interstate Hwy 90 to junction U.S. Hwy 65, then south along U.S. Hwy 65 to the MN-IA State line; points in NE on and north of a line beginning at the NE-IA State line south along U.S. Hwy 75 to junction Interstate Hwy 80, then west along Interstate Hwy 80 to junction U.S. Hwy 183, then south along U.S. Hwy 183 to the NE-KS State line; points in NM on and west of a line beginning at the CO-NM State line south along NM Hwy 3 to junction NM Hwy 76, then southwest along NM Hwy 76 to junction of NM Hwy 4, then southwest along NM Hwy 4 to junction NM hwy 126, then northwest along NM Hwy 126 to junction NM Hwy 44, then northwest along NM Hwy 44 to junction NM Hwy 509, then southwest along NM Hwy 509 to junction NM Hwy 53, then southwest along NM Hwy 53 to junction NM Hwy 32, then south along NM Hwy 32 to junction U.S. Hwy 60, then west along U.S. Hwy 60 to the AZ-NM State line; points in OH on and east of a line beginning at Lake Erie near Ashtabula south along OH Hwy 45 to junction OH Hwy 87, then east along OH Hwy 87 to junction OH Hwy 193, then south along OH Hwy 193 to junction OH Hwy 7, then south along OH Hwy 7 to junction U.S. Hwy 224, then east along U.S. Hwy 224 to the OH-PA State line; points in WI on and north of a line beginning at the MI-WI State line near Iron Mountain, MI, northwest along U.S. Hwy 2 to junction WI Hwy 70, then west along WI Hwy 70 to junction WI Hwy 101, then southwest along WI Hwy 101 to junction U.S. Hwy 8, then southwest along U.S. Hwy 8 to junction WI Hwy 27, then south along WI Hwy 27 to junction WI Hwy 178, then southwest along WI Hwy 178 to junction U.S. Hwy 53, then south along U.S. Hwy 53 to junction Interstate Hwy 94, then west along Interstate Hwy 94 to junction WI Hwy 85, then southwest along WI Hwy 85 to junction WI Hwy 25, then south along WI Hwy 25 to the WI-MN State line.

(12) Between points in the NC counties of Guilford, Randolph, and Rockingham, on the one hand, and, on the other, points in CA, ID, MT, NV, ND, OR, UT, WA, WY, and points in AZ on and northwest of a line beginning at the Mexico-AZ border along AZ Hwy 85, then north along AZ Hwy 85 to junction U.S. Hwy 80, then east along U.S. Hwy 80 to junction Interstate Hwy 17, then north along Interstate Hwy 17 to Flagstaff and junction with U.S. Hwy 89, then north along U.S. Hwy 89 to junction U.S. Hwy 160, then northeast along U.S. Hwy 160 to junction unnamed hwy leading to NM Hwy 504, then along NM Hwy 504 to the AZ-NM State line; points in CO on and west of a line beginning at the CO-NM State line along U.S. Hwy 550 to junction U.S. Hwy 50, then east along U.S. Hwy 50 to junction CO Hwy 135, then north along CO Hwy 135 to junction CO Hwy 133, then north along CO Hwy 133 to junction CO Hwy 82, then north along CO Hwy 82 to junction U.S. Hwy 6, then east along U.S. Hwy 6 to the CO-NE State line; points in MN on and west of a line beginning at the MN-SD State line along U.S. Hwy 212 to junction U.S. Hwy 59, then north along U.S. Hwy 59 to junction MN Hwy 34, then along MN Hwy 34 to junction U.S. Hwy 71, then northeast along U.S. Hwy 71 to its termination at International Falls, MN, points in NE on and west of a line beginning at the NE-CO State line along U.S. Hwy 6 to junction U.S. Hwy 83, then north along U.S. Hwy 83 to the NE-SD State line; points in NM on and north of a line beginning at the AZ-NM State line along NM Hwy 504 to junction U.S. Hwy 550, then northeast along U.S. Hwy 550 to the NM-CO State line; points in SD on and northwest of a line beginning at the NE-SD State line north along U.S. Hwy 83 to junction U.S. Hwy 16, then east along U.S. Hwy 16 to junction U.S. Hwy 281, then north along U.S. Hwy 281 to junction U.S. Hwy 212, then east along U.S. Hwy 212 to the SD-MN State line; (13) between points in the state of NC counties of Alamance, Caswell, Chatham, and Orange, on the one hand, and, on the other, points in CA, ID, MT, NV, ND, OR, UT, WA, WY, and points in AZ on and north and west of a line beginning at Nogales, AZ, along U.S. Hwy 89, then north along U.S. Hwy 89 to junction AZ Hwy 77, then northeast along AZ Hwy 77 to junction AZ Hwy 61, then along AZ Hwy 61 to junction U.S. Hwy 666, then northeast along U.S. Hwy 666 to the AZ-NM State line; points in CO on and north and west of a line beginning at the NM-CO State line along U.S. Hwy 550, then north along U.S. Hwy 550 to junction U.S. Hwy 160, then east along U.S. Hwy 160 to junction U.S. Hwy 285, then north along U.S. Hwy 285 to junction Interstate Hwy 80, then northeast along Interstate Hwy 80 to the CO-NE State line

points in MN on and north and west of a line beginning at the SD-MN State line along MN Hwy 30, then east along MN Hwy 30 to junction MN Hwy 23, then northeast along MN Hwy 23 to Duluth, MN; points in NE on and north and west of a line beginning at the WY-NE State line along U.S. Hwy 30, then east along U.S. Hwy 30 to junction U.S. Hwy 81, then north along U.S. Hwy 81 to the NE-SD State line; points in NM on and north and west of a line beginning at the AZ-NM State line along U.S. Hwy 666, then north along U.S. Hwy 666 to junction U.S. Hwy 550, then northeast along U.S. Hwy 550 to the NM-CO State line; points in OH, Ashtabula; points in SD on and north and west of a line beginning at the NE-SD State line along U.S. Hwy 81, then north along U.S. Hwy 81 to junction SD Hwy 34, then east along SD Hwy 34 to the SD-MT State line; (14) between points in the State of NC counties of Durham, Granville, and Person, on the one hand, and, on the other, points in CA, ID, MT, NV, OR, ND, UT, WA, WY, and points in CO on and northwest of a line beginning at the NM-CO State line along Interstate Hwy 25, then north along Interstate Hwy 25 to junction Interstate Hwy 80, then east along Interstate Hwy 80 to the CO-NE State line; points in NM on and northwest of a line beginning at the AZ-NM State line along Interstate Hwy 40, then east along Interstate Hwy 40 to junction U.S. Hwy 85, then northeast along U.S. Hwy 85 to junction U.S. Hwy 64, then northeast along U.S. Hwy 64 to junction Interstate Hwy 25, then north along Interstate Hwy 25 to the NM-CO State line; points in OH described in (10) above; points in AZ, MN, NE and SD described in (13) above.

(15) Between points in the NC counties of Greene, Pitt, Wayne, and Wilson, on the one hand, and, on the other, points in AZ, CA, CO, ID, MI, MN, NE, NV, ND, OR, SD, UT, WA, WI, WY, and points in IL on and north of U.S. Hwy 34; points in IA on, north and west of a line beginning at the MO-IA State line along U.S. Hwy 63, then north along U.S. Hwy 63 to junction U.S. Hwy 34, then east along U.S. Hwy 34 to the IL-IA State line; points in KS on, north and west of a line beginning at the OK-KS State line along U.S. Hwy 183 to junction U.S. Hwy 54, then east along U.S. Hwy 54 to junction Kansas Turnpike, then northeast along Kansas Turnpike to junction U.S. Hwy 59, then north along U.S. Hwy 59 to the KS-MO State line; points in MO on and north of a line beginning at the KS-MO State line along U.S. Hwy 59 to junction U.S. Hwy 169, then north along U.S. Hwy 169 to junction U.S. Hwy 136, then east along U.S. Hwy 136 to junction U.S. Hwy 63, then north along U.S. Hwy 63 to the MO-IA State line; points in NM on, north and west of a line beginning at the NM-Mexico border along NM Hwy 11 to junction NM Hwy 26, then northeast along NM Hwy 26 to junction Interstate Hwy 25, then north along Interstate Hwy 25 to junction U.S. Hwy 56, then east along U.S. Hwy 56 to the NM-OK State line; points in OH on and north of a line beginning at the OH-MI State line along OH Hwy 109 to junction U.S. Hwy 20, then east along U.S. Hwy 20 to junction U.S. Hwy 250, then southeast along U.S. Hwy 250 to the OH-WV State line; points in OK on and north of a line beginning at the NM-OK State line along U.S. Hwy 64 to junction U.S. Hwy 183, then north along U.S. Hwy 183 to the OK-KS State line; points in WV on and north of U.S. Hwy 40; (16) between points in NC counties of Edgecombe, Halifax, Nash, and Northampton, on the one hand, and, on the other, points in AZ, CA, CO, ID, IA, MI, MN, MT, NE, NV, ND, OR, SD, UT, WA, WI, WY, and points in IL on and north of a line beginning at the IL-MO State line east along U.S. Hwy 136 to junction U.S. Hwy 67, then north along U.S. Hwy 67 to junction U.S. Hwy 34, then northeast along U.S. Hwy 34 to junction Interstate Hwy 80, then east along Interstate Hwy 80 to the IL-IN State line; points in IN on and north of U.S. Hwy 6; points in KS on and north of a line beginning at the OK-KS State line northeast along U.S. Hwy 54 to junction U.S. Hwy 183, then north along U.S. Hwy 183 to junction U.S. Hwy 56, then east along U.S. Hwy 56 to junction U.S. Hwy 59, then north along U.S. Hwy 59 to the KS-MO State line; points in MO on and north of a line beginning at the KS-MO State line along U.S. Hwy 59 to junction U.S. Hwy 36, then east along U.S. Hwy 36 to junction U.S. Hwy 65, then north along U.S. Hwy 65 to junction U.S. Hwy 136, then east along U.S. Hwy 136 to the MO-IL State line; points in NM on, north and west of U.S. Hwy 54; points in OH on and north of a line beginning at the IN-OH State line east along U.S. Hwy 6 to junction OH Hwy 15, then southeast along OH Hwy 15 to junction OH Hwy 103, then east along OH Hwy 103 to junction U.S. Hwy 250, then southeast along U.S. Hwy 250 to the OH-WV State line; points in OK on and west of U.S. Hwy 54; points in TX on and north of U.S. Hwy 54; points in WV on and north of a line beginning at the OH-WV State line along U.S. Hwy 250 to junction U.S. Hwy 50, then east along U.S. Hwy 50 to the WV-MD State line; (17) between points in the NC counties of Bertie, Gates, and Martin, on the one hand, and, on the other, points in AZ, CA, CO, ID, IA, MI, MN, MT, NE, NV, ND, OR, SD, UT, WA, WI, WY, and points in IL on and north of a line beginning at the IN-IL State line west along Interstate Hwy 74 to junction Interstate Hwy 72, then southwest along Interstate Hwy 72 to junction IL Hwy 47, then southwest along IL Hwy 47 to junction U.S. Hwy 36, then west along U.S. Hwy 36 to junction U.S. Hwy 54, then southwest along U.S. Hwy 54 to the IL-MO State line; points in IN on and west of a line beginning at the IN-OH State line west along IN Hwy 127, to junction U.S. Hwy 24, then west along U.S. Hwy 24 to junction IN Hwy 25, then southwest along IN Hwy 25 to junction IN Hwy 28, then southwest along IN Hwy 28 to junction IN Hwy 63, then south along IN Hwy 63 to junction Interstate Hwy 74, then west along Interstate Hwy 74 to the IN-IL State line; points in KS on and west of a line beginning at the KS-MO State line southwest along U.S. Hwy 160 to junction U.S. Hwy 177, then south along U.S. Hwy 177 to the OK-KS State line; points in MO on and north of a line beginning at the IL-MO State line southwest along U.S. Hwy 54 to junction U.S. Hwy 71, then south along U.S. Hwy 71 to junction U.S. Hwy 160, then west along U.S. Hwy 160 to the KS-MO State line; points in NM on and west of a line beginning at the TX-NM State line west along U.S. Hwy 60 to junction U.S. Hwy 70, then southwest along U.S. Hwy 70 to junction U.S. Hwy 54, then southwest along U.S. Hwy 54 to the NM-TX State line; points in OH on and north of a line beginning at the OH-WV State line northwest along OH Hwy 43 to junction U.S. Hwy 30, then west along U.S. Hwy 30 to junction U.S. Hwy 30S, then southwest along U.S. Hwy 30S to junction OH Hwy 81, then west along OH Hwy 81 to the IN-OH State line; points in OK on and west of a line beginning at the OK-KS State line south along U.S. Hwy 177 to junction OK Hwy 33, then southwest along OK Hwy 33 to junction U.S. Hwy 183, then south along U.S. Hwy 183 to junction U.S. Hwy 66, then southwest along U.S. Hwy 66 to the OK-TX State line; points in TX on and north of a line beginning at the TX-OK State line southwest along U.S. Hwy 66 to junction U.S. Hwy 60, then southwest along U.S. Hwy 60 to the TX-NM State line, and points on and west of U.S. Hwy 54; points in WV on and north of U.S. Hwy 22.

(18) Between points in the NC counties of Camden, Chowan, Currituck, Gates, Pasquotank, and Perquimans, on the one hand, and, on the other, points in AZ, CA, CO, ID, IA, KS, MI, MN, MT, NE, NV, NM, ND, OR, SD, UT, WA, WI, WY, and points in AR on and west of a line beginning at the AR-MO State line south along U.S. Hwy 71 to junction U.S. Hwy 62, then

west along U.S. Hwy 62 to the AR-OK State line; points in IL on and north of a line beginning at the IL-IN State line northwest along IL Hwy 33 to junction U.S. Hwy 40, then southwest along U.S. Hwy 40 to the IL-MO State line; points in IN on and north of a line beginning at the IN-OH State line southwest along U.S. Hwy 40 to junction IN Hwy 3, then south along IN Hwy 3 to junction IN Hwy 44, then southwest along IN Hwy 44 to junction IN Hwy 37, then southwest along IN Hwy 37 to junction IN Hwy 45, then southwest along IN Hwy 45 to junction IN Hwy 54, then west along IN Hwy 54 to the IL-IN State line; points in MO on and west of a line beginning at the IL-MO State line; southwest along U.S. Hwy 66 to junction U.S. Hwy 65, then south along U.S. Hwy 65 to junction U.S. Hwy 60, then southwest along U.S. Hwy 60 to junction U.S. Hwy 71, then south along U.S. Hwy 71 to the AR-MO State line; points in OH on and west of a line beginning at the OH-WV State line southwest along U.S. Hwy 22 to junction U.S. Hwy 40, then southwest along U.S. Hwy 40 to the IN-OH State line; points in OK on and west of a line beginning at the AR-OK State line southwest along U.S. Hwy 62 to junction OK Hwy 99, then south along OK Hwy 99 to junction OK Hwy 9, then southwest along OK Hwy 9 to junction U.S. Hwy 277, then south along U.S. Hwy 277 to junction U.S. Hwy 70, then west along U.S. Hwy 70 to junction U.S. Hwy 183, then south along U.S. Hwy 183 to the OK-TX State line; points in TX on and north and west of a line beginning at the OK-TX State line south along U.S. Hwy 183 to junction U.S. Hwy 82, then west along U.S. Hwy 82 to junction U.S. Hwy 62, then southwest along U.S. Hwy 62 to junction U.S. Hwy 385, then south along U.S. Hwy 385 to junction TX Road 170, then east along TX Road 170 to its termination at the TX-Mexico border; points in WV on and north of U.S. Hwy 22; (19) between points in the NC counties of Beaufort, Carteret, Craven, and Pamlico, on the one hand, and, on the other, points in AZ, CA, CO, ID, IA MI, MN, MT, NE, NV, ND, OR, SD, UT, WA, WI, WY, and points in IL on and north of a line beginning at the IL-MO State line along U.S. Hwy 54 to junction U.S. Hwy 36, then east along U.S. Hwy 36 to junction IL Hwy 54, then northeast along IL Hwy 54 to junction IL Hwy 9, then east along IL Hwy 9 to the IL-IN State line; points in IN on and north of IN Hwy 26; points in KS on, north and west of a line beginning at the OK-KS State line north along U.S. Hwy 75 to junction U.S. Hwy 54, then east along U.S. Hwy 54 to the KS-MO State line; points in MO on and north of U.S. Hwy 54; points in NM on, north and west of a line beginning at the TX-NM State line northeast along U.S. Hwy 54 to junction U.S. Hwy 70, then northeast along U.S. Hwy 70 to the TX-NM State line; points in OH on and north of a line beginning at the OH-IN State line east along OH Hwy 119 to junction Interstate Hwy 75, then north along Interstate Hwy 75 to junction U.S. Hwy 30S, then east along U.S. Hwy 30S to junction OH Hwy 95, then southeast along OH Hwy 95 to junction OH Hwy 13, then south along OH Hwy 13 to junction U.S. Hwy 36, then east along U.S. Hwy 36 to junction U.S. Hwy 250, then southeast along U.S. Hwy 250 to the OH-WV State line; points in OK on and west of a line beginning at the TX-OK State line east along U.S. Hwy 60 to junction U.S. Hwy 75, then north along U.S. Hwy 75 to the KS-OK State line; points in TX on and north of a line beginning at the TX-Mexico border north along U.S. Hwy 54 to junction with the TX-NM State line; then in a clockwise direction northeast along the TX-NM State line to junction U.S. Hwy 60 to the TX-OK State line; points in WV on and north of U.S. Hwy 40. (Gateways eliminated: Waynesboro and Stitz, PA.)

MC 117574 (Sub-E120), filed July 16, 1975. Applicant: DAILY EXPRESS, INC., P.O. Box 39, Carlisle, PA 17013. Representative: E. S. Moore, Jr. (same as above). *Agricultural implements, agricultural machinery, tractors, with or without attachments, cranes, industrial and processing machinery, and attachments, accessories, and parts of all of the above described commodities, which are also heavy machinery or contractors equipment, and, are also machinery, commodities which because of size or weight require the use of special equipment or special handling* (except boats), *or, self-propelled articles each weighing 15,000 pounds or more (when transported on trailers):* (1) Between points in Alleghany and Wilkes Counties, NC, on the one hand, and, on the other, points in ID, MT, OR, WA, and points in CA on and north of a line beginning at Monterey, CA, on the Pacific Ocean east along CA Hwy 152 to junction CA Hwy 99, then along CA Hwy 99 to junction CA Hwy 120, then along CA Hwy 120 to junction U.S. Hwy 395, then along U.S. Hwy 395 to junction US Hwy 6, then north along U.S. Hwy 6 to the CA-NV State line; points in NV on and north of a line beginning at the CA-NV State line northeast along U.S. Hwy 6 to junction U.S. Hwy 93, then north along U.S. Hwy 93 to junction U.S. Alternate Hwy 50, then northeast along U.S. Alternate Hwy 50 to the NV-UT State line; points in ND on and west of a line beginning at SD-ND State line north along ND Hwy 8 to junction ND Hwy 37, then east along ND Hwy 37 to junction U.S. Hwy 83, then along U.S. Hwy 83 to its termination at the Canadian border; points in SD on and north and west of a line beginning at the SD-WY State line northeast along U.S. Hwy 85 to junction U.S. Hwy 212, then northeast along U.S. Hwy 212 to junction SD Hwy 73, then north along SD Hwy 73 to the SD-ND State line; points in UT on and north and west of a line beginning at the NV-UT State line northeast along U.S. Hwy 40 to junction U.S. Hwy 89, then north along U.S. Hwy 89 to junction UT Hwy 30, then East along UT Hwy 30 to junction with the UT-WY State line; points in WY on and north of a line beginning at U.S. Hwy 189, then north along U.S. Hwy 189 to junction U.S. Hwy 187, then south along U.S. Hwy 187 to junction WY Hwy 28, then northeast along WY Hwy 28 to junction U.S. Hwy 287, then east along U.S. Hwy 287 to junction WY Hwy 220, then east along WY Hwy 220 to junction Interstate Hwy 25, then east along Interstate Hwy 25 to junction U.S. Hwy 18, then northeast along U.S. Hwy 18 to the WY-SD State line; (2) between points in the NC counties of Alexander, Catawba, and Iredell, on the one hand, and, on the other, points in OR, WA, and points in CA on and north of a line beginning at San Francisco along Interstate Hwy 80 to junction U.S. Hwy 50, then east along U.S. Hwy 50 to junction with the CA-NV State line; ID, points on and northwest of a line beginning at the NV-ID State line north along U.S. Hwy 93 to junction U.S. Hwy 30, then east along U.S. Hwy 30 to junction U.S. Hwy 30N, then east along U.S. Hwy 30N to the ID-WY State line; MT, points on and west of a line beginning at the WY-MT state line north along U.S. Hwy 87 to junction U.S. Hwy 10, then northeast along U.S. Hwy 10 to junction MT Hwy 16, then northeast along MT Hwy 16 to junction U.S. Hwy 2, then east along U.S. Hwy 2 to the MT-ND State line; NV, points on and north of a line beginning at the CA-NV State line east along U.S. Hwy 50 to junction NV Hwy 8A, then north along NV Hwy 8A to junction U.S. Hwy 40, then east along U.S. Hwy 40 to junction U.S. Hwy 93, then north along U.S. Hwy 93 to the ID-NV State line; ND, points on and west of a line beginning at the MT-ND State line along U.S. Hwy 2, then east along U.S. Hwy 2 to junction U.S. Hwy 85, then north along U.S. Hwy 85 to the ND-Canada border; WY, points on and west of a line beginning at the ID-WY State line east along U.S. Hwy 30N to junction with the Sweetwater County line, then in a clockwise direction along the Sweetwater County line to junction WY Hwy 28, then northeast along WY Hwy 28 to junction WY

Hwy 789, then northeast along WY Hwy 789 to junction U.S. Hwy 16, then east along U.S. Hwy 16 to junction U.S. Hwy 87, then north along U.S. Hwy 87 to the WY-MT state line; (3) between points in the NC counties of Cleveland, Gaston, Lincoln, on the one hand, and, on the other, points in ID, OR, WA, and points in CA on, north and west of a line beginning at Santa Cruz, CA, east along CA Hwy 152 to junction CA Hwy 99, then south along CA Hwy 99 to junction CA Hwy 168, then east along CA Hwy 168 to the CA-NV State line; MT, points on, north and west of a line beginning at the WY-MT State line north along U.S. Hwy 89 to junction U.S. Hwy 10, then east along U.S. Hwy 10 to junction MT Hwy 16, then north along MT Hwy 16 to junction MT Hwy 200, then north along MT Hwy 200 to the MT-ND State line; NV, points on, north and west of a line beginning at the CA-NV State line north along NV Hwy 3A to junction U.S. Hwy 6, then east along U.S. Hwy 6 to the NV-UT State line; ND, points on, and west of a line beginning at the MT-ND State line east along ND Hwy 200 to junction U.S. Hwy 85, then north along U.S. Hwy 85 to the ND State line-Canada border; UT, points on, north and west of a line beginning at the NV-UT State line east and north along U.S. Hwy 50 to junction Interstate Hwy 80, then east along Interstate Hwy 80 to the UT-WY State line; WY, points on and west of a line beginning at the UT-WY State line north along WY Hwy 89 to the WY-MT State line; (4) between points in the NC counties of Cabarrus, Mecklenburg, and Rowan, on the one hand, and, on the other, points in ID, MT, and points in CA on and west of a line beginning at the CA-NV State line southwest along U.S. Hwy 6 to junction U.S. Hwy 395, then south along U.S. Hwy 395 to junction CA Hwy 178, then southwest along CA Hwy 178 to junction CA Hwy 99, then south along CA Hwy 99 to junction CA Hwy 119, then southwest along CA Hwy 119 to junction CA Hwy 166, then northwest along CA Hwy 166 to its termination at the Pacific Ocean; points in NV on and north of a line beginning at the UT-NV State line northwest along NV Hwy 25 to junction U.S. Hwy 6, then southwest along U.S. Hwy 6 to the CA-NV State line; points in ND on and west of a line beginning at the ND-Canadian border south along ND Hwy 1 to junction ND Hwy 66, then west along ND Hwy 66 to junction ND Hwy 3, then south along ND Hwy 3 to junction U.S. Hwy 52, then northwest along U.S. Hwy 52 to junction ND Hwy 14, then south along ND Hwy 14 to junction U.S. Hwy 83, then south along U.S. Hwy 83 to the ND-SD State line; points in SD on and west of a line beginning at the ND-SD State line south along U.S. Hwy 83 to junction SD Hwy 20, then east along SD Hwy 20 to junction SD Hwy 47, then south along Hwy 47 to junction U.S. Hwy 212, then west along U.S. Hwy 212 to junction U.S. Hwy 83, then south along U.S. Hwy 83 to junction U.S. Hwy 14, then southwest along U.S. Hwy 14 to junction SD Hwy 79, then south along SD Hwy 79 to junction U.S. Hwy 18, then west along U.S. Hwy 18 to the SD-WY State line; points in UT on and west of a line beginning at the WY-UT State line southwest along Interstate Hwy 80 to junction U.S. Hwy 189, then south along U.S. Hwy 189 to junction U.S. Hwy 50, then southeast along U.S. Hwy 50 to junction UT Hwy 10, then south along UT Hwy 10 to junction UT Hwy 29, then west along UT Hwy 29 to junction U.S. Hwy 89, then southwest along U.S. Hwy 89 to junction UT Hwy 14, then west along UT Hwy 14 to junction UT Hwy 56, then northwest along UT Hwy 56 to the UT-NV State line; points in WY on and north of a line beginning at the SD-WY State line southwest along U.S. Hwy 18 to junction U.S. Hwy 26, then northwest along U.S. Hwy 26 to junction WY Hwy 789, then south along WY Hwy 789 to junction U.S. Hwy 287, then south along U.S. Hwy 287 to junction WY Hwy 28, then southwest along WY Hwy 28 to junction U.S. Hwy 187, then south along U.S. Hwy 187 to junction Interstate Hwy 80, then west along Interstate Hwy 80 to the WY-UT State line; (5) between points in the NC counties of Davie, Surry, and Yadkin, on the one hand, and, on the other, points in ID, MT, OR, WA, and points in CA on and north of a line beginning at the Pacific Ocean near Santa Ana northeast along CA Hwy 55 to junction CA Hwy 91, then east along CA Hwy 91 to junction U.S. Hwy 395, then north along U.S. Hwy 395 to junction U.S. Hwy 6, then east along U.S. Hwy 6 to the CA-NV State line; NV, points on and north of U.S. Hwy 6; ND, points on and west of a line beginning at the ND-SD State line north along ND Hwy 49 to junction Interstate Hwy 94, then east along Interstate Hwy 94 to junction ND Hwy 3, then north along ND Hwy 3 to junction ND Hwy 17, then east along ND Hwy 17 to junction ND Hwy 1, then north along ND Hwy 1 to its termination at the ND-Canada border; SD, points on and west of a line beginning at the WY-SD State line east along U.S. Hwy 18 to junction SD Hwy 73, then north along SD Hwy 73 to its termination near Lemmon, SD; UT, points on and northwest of a line beginning at the NV-UT State line east along U.S. Hwy 6 to junction U.S. Hwy 89, then north along U.S. Hwy 89 to junction U.S. Hwy 189, then northeast along U.S. Hwy 189 to the UT-WY State line; WY, points on and north of a line beginning at the WY-UT State line east along Interstate Hwy 80 to junction WY Hwy 789, then north along WY Hwy 789 to junction WY Hwy 220, then northeast along WY Hwy 220 to junction U.S. Hwy 20, then east along U.S. Hwy 20 to junction U.S. Hwy 18, then northeast along U.S. Hwy 18 to the WY-SD State line.

(6) Between points in the NC counties of Burke and Caldwell, on the one hand, and, on the other, points in OR, WA, and points in CA on and north of a line beginning at the CA-NV State line south along U.S. Hwy 6 to junction U.S. Hwy 395, then along U.S. Hwy 395 to junction with CA Hwy 168, then southwest along CA Hwy 168 to junction CA Hwy 145, then west along CA Hwy 145 to junction CA Hwy 99, then north along CA Hwy 99 to junction CA Hwy 152, then west along CA Hwy 152 to its termination at the Pacific Ocean; points in ID on and west of a line beginning at the MT-ID State line south along U.S. Hwy 91 to junction U.S. Hwy 20, then southwest along U.S. Hwy 20 to junction U.S. Hwy 93, then south along U.S. Hwy 93 to the ID-NV State line; points in MT on and west of a line beginning at the MT-Canadian border south along MT Road 247 to junction U.S. Hwy 2, then west along U.S. Hwy 2 to junction U.S. Hwy 191, then southwest along U.S. Hwy 191 to junction Interstate Hwy 90, then west along Interstate Hwy 90 to junction U.S. Hwy 91, then south along U.S. Hwy 91 to the MT-ID State line; points in NV on and west of a line beginning at the ID-NV State line south along U.S. Hwy 93 to junction U.S. Hwy 6, then southwest along U.S. Hwy 6 to the CA-NV State line; (7) between points in NC counties of Franklin, Vance, and Warren, on the one hand, and, on the other, points in AZ, CA, CO, ID, IA, MI, MN, MT, NE, NV, ND, OR, SD, UT, WA, WI, WY, and points in IL on and north of a line beginning at the IL-IN State line southwest along IL Hwy 17 to junction IL Hwy 29, then south along IL Hwy 29 to junction IL Hwy 116, then west along IL Hwy 116 to junction IL Hwy 94, then southwest along IL Hwy 94 to junction U.S. Hwy 136, then west along U.S. Hwy 136 to the IL-IA State line; points in IN on and north of a line beginning at the IN-OH State line west along U.S. Hwy 6 to junction IN Hwy 2, then southwest along IN Hwy 2 to the IL-IN State line; points in KS on and west of a line beginning at the KS-MO State line southwest along U.S. Hwy 59 to junction KS Hwy 4, then southwest along KS Hwy 4 to junction U.S. Hwy 81, then south along U.S. Hwy 81 to junction KS Hwy 61, then southwest along KS Hwy 61 to junction U.S. Hwy 281, then south

along U.S. Hwy 281 to the KS-OK State line; points in MO on and north of a line beginning at the IA-MO State line west along U.S. Hwy 136 to junction U.S. Hwy 63, then south along U.S. Hwy 63 to junction MO Hwy 6, then southwest along MO Hwy 6 to junction U.S. Hwy 36, then west along U.S. Hwy 36 to junction U.S. Hwy 59, then southwest along U.S. Hwy 59 to the KS-MO State line; points in NM on and west of a line beginning at the TX-NM State line west along U.S. Hwy 60 to junction U.S. Hwy 70, then southwest along U.S. Hwy 70 to junction NM Hwy 11, then south along NM Hwy 11 to the NM-Mexico border; points in OH on and north of a line beginning at the OH-WV State line west along U.S. Hwy 22 to junction U.S. Hwy 250, then northwest along U.S. Hwy 250 to junction U.S. Hwy 20, then northwest along U.S. Hwy 20 to junction U.S. Hwy 6, then west along U.S. Hwy 6 to the IN-OH State line; points in OK on and west of a line beginning at the KS-OK State line south along U.S. Hwy 281 to junction U.S. Hwy 60, then west along U.S. Hwy 60 to the OK-TX State line; points in TX on and west of a line beginning at the OK-TX State line southwest along U.S. Hwy 60 to junction TX Hwy 152, then northwest along TX Hwy 152 to junction TX Road 722, then southwest along TX Road 722 to junction U.S. Hwy 385, then south along U.S. Hwy 385 to junction U.S. Hwy 60, then southwest along U.S. Hwy 60 to the TX-NM State line; points in WV on and north of U.S. Hwy 22; (8) between points in the State of NC counties of Johnston and Wake, on the one hand, and, on the other, points in CA, CO, ID, MN, MT, NV, ND, OR, SD, UT, WA, WY, and points in AZ on, north, and west of a line beginning at Douglas, AZ, northeast along U.S. Hwy 80 to the AZ-NM State line; IA, points on and north and west of a line beginning at the NE-IA State line east along Interstate Hwy 80 to junction IA Hwy 150, then north along IA Hwy 150 to junction IA Hwy 9, then east along IA Hwy 9 to the IA-WI State line; points in KS on and north and west of a line beginning at the OK-KS State line northeast along U.S. Hwy 56 to junction U.S. Hwy 50, then northeast along U.S. Hwy 50 to junction U.S. Hwy 77, then north along U.S. Hwy 77 to junction with the KS-NE State line; NE, points on, north, and west of a line beginning at the KS-NE State line north along U.S. Hwy 77 to junction Interstate Hwy 80, then east along Interstate Hwy 80 to the NE-IA State line; NM, points on, north, and west of a line beginning at the AZ-NM State line north along U.S. Hwy 80 to junction Interstate Hwy 25, then north along Interstate Hwy 25 to junction U.S. Hwy 56, then east along U.S. Hwy 56 to the NM State line; OH, points on and east of a line beginning at Cleveland, OH, south along OH Hwy 21 to junction U.S. Hwy 30, then east along U.S. Hwy 30 to the OH-PA State line; OK, points on and north and west of a line beginning at the NM State line northeast along U.S. Hwy 56 to the OK-KS State line; WI, points on, north, and west of a line beginning at the IA-WI State line north along WI Hwy 35 to junction U.S. Hwy 16, then east along U.S. Hwy 16 to junction U.S. Hwy 151, then northeast along U.S. Hwy 151 to junction U.S. Hwy 141, then north along U.S. Hwy 141 to Iron Mountain, MI; (9) between points in the NC counties of Bladen and Samson on the one hand, and, on the other, points in CA, ID, MN, MT, NV, ND, OR, SD, UT, WA, WY, and points in AZ on and west of a line beginning at the AZ-Mexico border north along AZ Hwy 85 to junction U.S. Hwy 80, then east along U.S. Hwy 80 to junction U.S. Hwy 89, then northeast along U.S. Hwy 89 to junction U.S. Hwy 160, then along U.S. Hwy 160 to the AZ-CO State line; CO, points on and north of a line beginning at the AZ-CO State line east along U.S. Hwy 160 to junction U.S. Hwy 285, then north along U.S. Hwy 285 to junction U.S. Hwy 24, then east along U.S. Hwy 24 to the CO-KS State line; IA, points on a line beginning at the NE-IA State line east along U.S. Hwy 34 to junction U.S. Hwy 71, then north along U.S. Hwy 71 to junction IA Hwy 175, then east along IA Hwy 175 to junction U.S. Hwy 63, then north along U.S. Hwy 63 to junction U.S. Hwy 18, then east along U.S. Hwy 18 to the IA-WI State line; KS, points on and north of a line beginning at the CO-KS State line east along U.S. Hwy 24 to junction U.S. Hwy 183, then north along U.S. Hwy 183 to the KS-NE State line; MI, points on and north of a line beginning at Lake Michigan near Frankfort, southeast along MI Hwy 115 to junction U.S. Hwy 10, then southeast along U.S. Hwy 10 to junction MI Hwy 21, then east along MI Hwy 21 to Port Huron; NE, points on, north, and west of a line beginning at the KS-NE State line north along U.S. Hwy 183 to junction U.S. Hwy 34, then east along U.S. Hwy 34 to the NE-IA State line; OH, points on and north of a line beginning at Cleveland southeast along OH Hwy 14 to junction OH Hwy 44, then south along OH Hwy 44 to junction OH Hwy 43, then southeast along OH Hwy 43 to junction with Steubenville, OH; WV, points on and north of U.S. Hwy 22; WI, points on and north of a line beginning at the WI-IA State line east along U.S. Hwy 18 to junction U.S. Hwy 151, then northeast along U.S. Hwy 151 to junction U.S. Hwy 41, then northeast along U.S. Hwy 41 to Green Bay, WI; (10) between points in the NC counties of Brunswick and Columbus, on the one hand, and, on the other, points in CA, ID, MN, MT, NV, ND, OR, SD, UT, WA, WY, and points in CO, KS, MI, NE, OH, WV, WI, and AZ described in (9) above; (11) between points in the State of NC counties of New Hanover, Pender, and Duplin, on the one hand, and, on the other, points in CA, CO, ID, MT, NV, ND, OR, SD, UT, WA, WY, and points in AZ, IA, KS, NE, NM, OH, OK, and WI described in (8) above; (12) between points in the NC counties of Jones and Onslow, on the one hand, and, on the other, points in AZ, CA, CO, ID, IA, MI, MN, MT, NE, NV, ND, OR, SD, UT, WA, WI, WY, and points in IL on and north of a line beginning at the IN-IL west along IL Hwy 119 to junction U.S. Hwy 136, then south along U.S. Hwy 136 to junction Interstate Hwy 74, then northwest along Interstate Hwy 74 to junction U.S. Hwy 136, then west along U.S. Hwy 136 to junction U.S. Hwy 24, then southwest along U.S. Hwy 24 to the IL-MO State line; points in IN on and north of a line beginning at the OH-IN State line southwest along U.S. Hwy 24 to junction IN Hwy 25, then southwest along IN Hwy 25 to junction IN Hwy 28, then west along IN Hwy 28 to the IN-IL State line; points in KS on and west of a line beginning at the KS-MO State line west along U.S. Hwy 54 to junction KS Hwy 2, then southwest along KS Hwy 2 to junction U.S. Hwy 281, then south along U.S. Hwy 281 to the KS-OK State line; points in MO on and west of a line beginning at the IL-MO State line southwest along U.S. Hwy 24 to junction U.S. Hwy 65, then southwest along U.S. Hwy 65 to junction MO Hwy 52, then southwest along MO Hwy 52 to junction U.S. Hwy 71, then south along U.S. Hwy 71 to junction U.S. Hwy 54, then west along U.S. Hwy 54 to the KS-MO State line; points in NM on and west of a line beginning at the TX-NM State line west along U.S. Hwy 60 to junction U.S. Hwy 70, then southwest along U.S. Hwy 70 to junction NM Hwy 11, then south along NM Hwy 11 to the NM-Mexico border; points in OH on and north of a line beginning at the OH-WV State line northwest along U.S. Hwy 250 to junction U.S. Hwy 224, then west along U.S. Hwy 224 to junction OH Hwy 18, then northwest along OH Hwy 18 to junction U.S. Hwy 24, then southwest along U.S. Hwy 24 to the OH-IN State line; points in OK on and west of a line beginning at the KS-OK State line south along U.S. Hwy 281 to junction U.S. Hwy 60, then southwest along U.S. Hwy 60 to the OK-TX State line; points in TX on and north of U.S. Hwy 60; points in WV on and north of U.S. Hwy 40; (13)

between points in the NC counties of Dare, Tyrrell, and Washington, on the one hand, and, on the other, points in AZ, CA, CO, ID, KS, MI, MN, MT, NE, NV, NM, ND, OR, SD, UT, WA, WI, WY, and points in IL on and north of a line beginning at the MO-IL State line northeast along U.S. Hwy 66 to junction U.S. Hwy 36, then east along U.S. Hwy 36 to the IL-IN State line; IN, points on and north of U.S. Hwy 36; MO, points on and north of Interstate Hwy 44; OH, points on and north of a line beginning at the OH-IN State line east along U.S. Hwy 36 to junction OH Hwy 41, then southeast along OH Hwy 41 to junction U.S. Hwy 40, then east along U.S. Hwy 40 to the OH-WV State line; OK, points on and north and west of a line beginning at the TX-OK State line east along U.S. Hwy 66 to junction Interstate Hwy 44, then northeast along Interstate Hwy 44 to the OK-MO State line; TX, points on and west of a line beginning at the Big Bend National Park north along U.S. Hwy 385 to junction U.S. Hwy 66, then east along U.S. Hwy 66 to the TX-OK State line; WV, points on and north of U.S. Hwy 40; (14) between points in the State of NC county of Hyde, on the one hand, and, on the other, points in AZ, CA, CO, ID, IA, KS, MI, MN, MT, NE, NV, NM, ND, OR, SD, UT, WA, WY, IL, points on and north of a line beginning at the MO-IL State line east along Interstate Hwy 70 to junction with the IL-IN State line; IN, points on and north of a line beginning at the IL-IN State line east along Interstate Hwy 70 to junction with the IN-OH State line; MO, points on, north, and west of a line beginning at the OK-MO State line northeast along Interstate Hwy 44 to the MO-IL State line; OH, points on and north of a line beginning at the IN-OH State line east along Interstate Hwy 70 to the OH-WV State line; OK, points on and north and west of a line beginning at the TX-OK State line east along U.S. Hwy 62 to junction Interstate Hwy 44, then northeast along Interstate Hwy 44 to the OK-MO State line; TX, points on, north, and west of a line beginning at Brownsville, TX, north along U.S. Hwy 77 to junction U.S. Hwy 281, then west along U.S. Hwy 281 to junction U.S. Hwy 87, then west along U.S. Hwy 87 to junction U.S. Hwy 62, then east along U.S. Hwy 62 to the TX-OK State line; WV, points on and north of a line beginning at the OH-WV State line east along Interstate Hwy 70 to the WV-PA State line. Restriction: The authority granted herein to the extent that it duplicates any authority heretofor granted to or now held by carrier shall not be construed as conferring more than one operating right. (Gateways eliminated: Waynesboro and Stitz, PA.)

MC 118831 (Sub-E147), filed April 19, 1976. Applicant: CENTRAL TRANSPORT, INC., P.O. Box 5388, Uwharrie Road, High Point, NC 27263. Representative: E. Stephen Heisley, Suite 805, 666 Eleventh Street NW., Washington, DC 20001. *Liquid petrochemicals*, in bulk, in tank vehicles, from Orangeburg, SC, to points in AR on and west of a line beginning at Blytheville, AR, and extending along AR Hwy 18 to Jonesboro, then along AR Hwy 39 to junction U.S. Hwy 49, then along U.S. Hwy 49 to junction U.S. Hwy 79, then along U.S. Hwy 79 to juction AR Hwy 98, then along AR Hwy 98 to junction U.S. Hwy 82, then along U.S. Hwy 82 to Texarkana, TX. (Gateways eliminated: Charlotte, NC and points in Robertson County, TN.)

MC 121060 (Sub-E123), filed July 8, 1977. Applicant: ARROW TRUCK LINES, INC., 1220 West Third Street, Birmingham, AL 35201. Representative: William P. Jackson, Jr., 3426 North Washington Boulevard, P.O. Box 1267, Arlington, VA 22210. *Roofing materials* (except commodities in bulk), from the facilities of Bird & Son, Inc., near Charleston, SC, to points in WV in and north of Cabell, Mason, Jackson, Roane, Clay, Nicholas, and Greenbrier Counties. (Gateway eliminated: Points in Wayne County, NC.)

MC 123407 (Sub-E349), filed June 18, 1978. Applicant: SAWYER TRANSPORT, INC., South Haven Square, U.S. Hwy 6, Valparaiso, IN 46383. Representative: Richard L. Loftus (same as above). *Building materials* (except commodities in bulk and commodities requiring special equipment), in containers or in trailers, having an immediately prior or subsequent movement by water, or by water-rail or by air, from L'Anse, MI, to points in TX, OK, KS, MO AR LA, MS, AL, TN, KY, IN, OH, WV, VA, MD, DE, PA, NJ, NY, CT, RI, MA, VT, NH, ME, DC, NC, SC, GA, and FL. (Gateway eliminated: Eagle River, WI.)

MC 123407 (Sub-E350), filed June 18, 1978. Applicant: SAWYER TRANSPORT, INC., South Haven Square, U.S. Hwy 6, Valparaiso, IN 46383. Representative: Richard L. Loftus (same as above). *Building materials* (except commodities in bulk and commodities requiring special equipment), in containers or in trailers, having an immediately prior or subsequent movement by water, or by water-rail or by air, from L'Anse, MI, to points in WA, OR, ID, CA, NV, WY, UT, AZ, NM, and CO. (Gateway eliminated: Ashland, WI.)

MC 123407 (Sub-E351), filed June 18, 1978. Applicant: SAWYER TRANSPORT, INC., South Haven Square, U.S. Hwy 6, Valparaiso, IN 46383. Representative: Richard L. Loftus (same as above). *Building materials* (except commodities in bulk and commodities requiring special equipment), in containers or in trailers having an immediately prior or subsequent movement by water, or by water-rail or by air, between points in OK in and west of Warlington, Tulsa, Creek, Okfushee, Seminole, Pontotoc, Johnson and Marshall Counties, on the one hand, and, on the other, those points in PA in and north of Beaver, Butler, Armstrong Cambridge, Blair, Centre, Mifflin, Juniato, Northumberland, Zarphin, Lebanon, Berks, Montgomery and Philadelphia Counties. (Gateway eliminated: Warren, IL.)

MC 123407 (Sub-E352), filed June 18, 1978. Applicant: SAWYER TRANSPORT, INC., South Haven Square, U.S. Hwy 6, Valparaiso, IN 46383. Representative: Richard L. Loftus (same as above). *Building materials* (except commodities in bulk and commodities requiring special equipment), in containers or in trailers having an immediately prior or subsequent movement by water, or by water-rail or by air, between points in FL, on the one hand, and, on the other, points in the Upper Peninsula of MI. (Gateway eliminated: Warren, IL.)

MC 123407 (Sub-E353), filed June 18, 1978. Applicant: SAWYER TRANSPORT, INC., South Haven Square, U.S. Hwy 6, Valparaiso, IN 46383. Representative: Richard L. Loftus (same as above). *Building materials* (except commodities in bulk and commodities requiring special equipment), in containers or in trailers having an immediately prior or subsequent movement by water, or by water-rail or by air, between points in AL, on the one hand, and, on the other, points in the Upper Peninsula of MI on and west of U.S. Hwy 41. (Gateway eliminated: Warren, IL.)

MC 123407 (Sub-E354), filed June 18, 1978. Applicant: SAWYER TRANSPORT, INC., South Haven Square, U.S. Hwy 6, Valparaiso, IN 46383. Representative: Richard L. Loftus (same as above). *Building materials* (except commodities in bulk and commodities requiring special equipment), in containers or in trailers having an immediately prior or subsequent movement by water, or by water-rail or by air, between points in MS, on the one hand, and, on the other, points in the Upper Peninsula of MI. (Gateway eliminated: Warren, IL.)

MC 123407 (Sub-E355), filed June 18, 1978. Applicant: SAWYER TRANSPORT, INC., South Haven Square, U.S. Hwy 6, Valparaiso, IN 46383. Representative: Richard L. Loftus (same as above). *Building materials* (except commodities in bulk and commodities requiring special equipment), in containers or in trailers, having an imme-

diately prior or subsequent movement by water, or by water-rail or by air, between points in MI on and north of MI Hwy 46, on the one hand, and, on the other, points in Warren, Hinds, Claiborne, Copiah, Jefferson, Adams, Franklin, Lincoln, Lawrence, Wilkinson, Amite, Pike and Walthall Counties, MS. (Gateway eliminated: Warren, IL.)

MC 124154 (Sub-E16), filed July 7, 1978. Applicant: WINGATE TRUCKING CO., INC., P.O. Box 645, Albany, GA 31702. Representative: Thomas F. Panebianco, P.O. Box 1200, Tallahassee, FL 32302. *Agricultural chemicals and agricultural chemical materials*, in containers, between points in SC, on the one hand, and, on the other, points in TN in and west of Polk, McMinn, Meigs, Rhea, Bledsoe, Van Buren, Warren, DeKalb, Smith, Trousdale, and Sumner Counties. Restriction: This authority will expire May 8, 1980. (Gateway eliminated: Facilities of Helena Chemical Co. at Gainesville, and Wrightsville, GA.)

MC 124154 (Sub-E17), filed July 7, 1978. Applicant: WINGATE TRUCKING CO., INC., P.O. Box 645, Albany, GA 31702. Representative: Thomas F. Panebianco, P.O. Box 1200, Tallahassee, FL 32302. *Agricultural chemicals and agricultural chemical materials*, in containers, between points in NC on and east of U.S. Hwy 29, on the one hand, and, on the other, points in TN in and west of Polk, McMinn, Meigs, Rhea, Bledsoe, Van Buren, Warren, DeKalb, Smith, Trousdale, and Sumner Counties. Restriction: This authority will expire May 8, 1980. (Gateway eliminated: Facilities of Helena Chemical Co. at Gainesville, GA.)

MC 124154 (Sub-E18), filed July 7, 1978. Applicant: WINGATE TRUCKING CO., INC., P.O. Box 645, Albany, GA 31702. Representative: Thomas F. Panebianco, P.O. Box 1200, Tallahassee, FL 32302. *Agricultural chemicals and agricultural chemical materials*, in containers, between points in VA on and east of U.S. Hwy 360, on the one hand, and, on the other, points in TN in and west of Polk, McMinn, Meigs, Rhea, Bledsoe, Van Buren, Warren, DeKalb, Smith, Trousdale, and Sumner Counties. Restriction: This authority expires May 8, 1980. (Gateway eliminated: Facilities of Helena Chemical Co. at Gainesville, GA.)

MC 124154 (Sub-E19), filed July 7, 1978. Applicant: WINGATE TRUCKING CO., INC., P.O. Box 645, Albany, Ga 31702. Representative: Thomas F. Panebianco, P.O. Box 1200, Tallahassee, FL 32302. *Agricultural chemicals and agricultural chemical materials*, in containers, between Memphis, TN, on the one hand, and, on the other, points in NC and points in VA in and east of Carroll, Floyd, Montgomery, and Craig Counties. Restriction: This authority expires May 8, 1980. (Gateway eliminated: Facilities of Helene Chemical Co. at Gainesville, GA.)

MC 124154 (Sub-E20), filed July 7, 1978. Applicant: WINGATE TRUCKING CO., INC., P.O. Box 645, Albany, GA 31702. Representative: Thomas F. Panebianco, P.O. Box 1200, Tallahassee, FL 32302. *Agricultural chemicals and agricultural chemical materials*, in containers, between points in SC, NC, and VA, on the one hand, and, on the other, points, in Thomas, Colquitt, Worth, Turner, Crisp, Lee, Terrell, Randolph, Clay, Early, Miller, Seminole, Decatur, Grady, Mitchell, Baker, Calhoun, and Dougherty Counties, GA. Restriction: This authority expires May 8, 1980. (Gateway eliminated: Facilities of Helena Chemical Co. at Moultrie, GA, or Cordele, GA.)

MC 124154 (Sub-E21), filed July 7, 1978. Applicant: WINGATE TRUCKING CO., INC., P.O. Box 645, Albany, GA 31702. Representative: Thomas F. Panebianco, P.O. Box 1200, Tallahassee, FL 32302. *Agricultural chemicals and agricultural chemical materials*, in containers, between points in VA and points in NC on east of U.S. Hwy 25, on the one hand, and, on the other, points in Floyd, Bartow, Cherokee, Forsyth, Hall, Banks, Franklin, Madison, Jackson, Polk, Paulding, Cobb, Gwinnett, DeKalb, Douglas, Haralson, Carroll, Barrow, Walton, Oconee, Green, Newton, Morgan, Putnam, Hancock, Fayette, Heard, Coweta, Spalding, Jasper, Washington, Johnson, Wilkinson, Twiggs, Crawford, Upson, Harris, Talbot, Bibb, Jones, Baldwin, Washington, Laurens, Treutlen, Dodge, Ben Hill, Telfair, Wilcox, Dooly, Sumter, Marion, Chattahoochee, Taylor, Macon, Peach, Quitman, Stewart, Webster, Schley, Houston, Bleckley, and Pulaski Counties, GA. Restriction: This authority expires May 8, 1980. (Gateway eliminated: Facilities of Helena Chemical Co., at Gainesville, Cordele, or Wrightsville, GA.)

MC 129631 (Sub-E23), filed August 1, 1976. Applicant: PACK TRANSPORT, INC., 3975 South 300 West, Salt Lake City, UT 84107. Representative: Gwyn D. Davidson (same as above). *Iron and steel articles* as described in appendix V to the report of the Commission in Ex parte No. 45, Descriptions in Motor Carrier Certificates, 61 MCC 209, between Salt Lake City and Ogden, UT, on the one hand, and, on the other, Baker, OR. (Gateway eliminated: Cache County, UT.)

MC 129631 (Sub-E24), filed August 1, 1976. Applicant: PACK TRANSPORT, INC., 3975 South 300 West, Salt Lake City, UT 84107. Representative: Gwyn D. Davidson (same as above). *Iron and steel articles* as described in appendix V to the report of the Commission in Ex parte No. 45, Descriptions in Motor Carrier Certificates, 61 MCC 209, between Salt Lake City, UT, to those points in Washington and Adams Counties, ID on and west of U.S. Hwy 95. (Gateway eliminated: Baker, OR.)

By the Commission.

H. G. HOMME, Jr.,
Acting Secretary.

[FR Doc. 78-26429 Filed 9-19-78; 8:45 am]

[7035-01]

[Disaster Decision No. 14]

SOUTHERN PACIFIC TRANSPORTATION CO.

Decided: September 14, 1978.

An application has been filed jointly by the Southern Pacific Transportation Co. (SP) and the Northwestern Pacific Railroad Co. (NWP) and concurred in by the Arcata and Mad River Rail Road Co. (AMR) seeking authority under section 22 of the Interstate Commerce Act to publish allowances in order to provide reduced rates for persons who would normally ship via the NWP and AMR but who cannot do so because of a fire in a tunnel on the NWP at mileage post 195 near Island Mountain, Calif.

It is ordered: The applicant carriers are authorized to publish and file allowances to afford reduced rates under section 22 of the Interstate Commerce Act in the manner prescribed in section 6 except that publication may be made effective on 1 day's notice instead of 30, and includes authority to publish in blanket supplements with relief from rule 9(e) of Tariff Circular 20 to publish in a separate noncounting supplement, all the authority granted herein to expire with December 12, 1978.

The class of persons entitled to such allowances are shippers or receivers via the NWP and the AMR who, because of the fire in the tunnel, assume the cost of transporting freight by highway to or from the SP at Kett or Redding, Calif., or to or from NWP stations from Willits to Schellville, Calif.

During the period in which any reduced rates authorized by this order are effective the carriers may, notwithstanding the provisions of section 4 of the Interstate Commerce Act, maintain higher rates to direct intermediate points and maintain through rates in excess of the aggregate of intermediate rates over the same routes if one or more of the factors of such aggregate of intermediate rates is a reduced rate established under authority of this order.

Any tariffs or tariff provisions published under this authority shall make

reference to this decision by number and date.

Notice to the affected railroads and the general public shall be given by depositing a copy of this decision in the office of the Acting Secretary of the Commission and by filing a copy with the Director, Office of the Federal Register. Copies will be mailed to the chairman of the Traffic Executive Association—Eastern Railroads, New York, N.Y.; the chairman of the Southern Freight Association, Atlanta, GA; the chairman of the Executive Committee, Western Railroad Traffic Association, Chicago, Ill., and the vice-president, Economics and Finance Department of the Association of American Railroads, Washington, D.C.

By the Commission, Betty Jo Christian, Vice Chairman.

H. G. HOMME, Jr.,
Acting Secretary.

[FR Doc. 78-26430 Filed 9-19-78; 8:45 am]

sunshine act meetings

This section of the FEDERAL REGISTER contains notices of meetings published under the "Government in the Sunshine Act" (Pub. L. 94-409), 5 U.S.C. 552b(e)(3).

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[6351-01]

1

COMMODITY FUTURES TRADING COMMISSION.

"FEDERAL REGISTER" CITATION OF PREVIOUS ANNOUNCEMENT: Vol. 43 FR 41158.

PREVIOUSLY ANNOUNCED TIME AND DATE OF THE MEETING: 10 a.m., September 19, 1978.

CHANGES IN THE MEETING: Delete the following items from the agenda:

Final Rule Imposing a Temporary Moratorium on the Offer and Sale of Leverage Contracts.

Proposed Federal Register release seeking public comment concerning the interpretation of contracts of sale of a commodity for future delivery within the meaning of the Commodity Exchange Act.

[S-1905-78 Filed 9-18-78; 2:13 pm]

[6570-06]

2

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION.

TIME AND DATE: 2:30 p.m. (eastern time), Friday, September 22, 1978.

PLACE: Chairman's Conference Room, No. 5240, on the fifth floor of the Columbia Plaza Office Building, 2401 E Street NW., Washington, D.C. 20506.

STATUS: Open to the public.

MATTERS TO BE CONSIDERED:

1. Private Bar Program: Recommended grant recipients to administer loan fund.
2. Matters carried over from the meeting of September 19, 1978.
3. Report on Commission operations by the Executive Director.

NOTE.—Any matter not discussed or concluded may be carried over to a later meeting.

CONTACT PERSON FOR MORE INFORMATION:

Marie D. Wilson, Executive Officer, Executive Secretariat, at 202-634-6748.

This notice issued September 15, 1978.

[S-1899-78 Filed 9-18-78; 11:10 am]

[6712-01]

3

FEDERAL COMMUNICATIONS COMMISSION.

TIME AND DATE: 9:30 a.m., Thursday, September 19, 1978.

PLACE: Room 856, 1919 M Street NW., Washington, D.C.

STATUS: Closed, Commission meeting following the open meeting which is scheduled to commence at 9:30 a.m.

MATTERS TO BE CONSIDERED:

Agenda, Item No., and Subject

Hearing—1—Petitions filed by Western Connecticut Broadcasting Co. in the Stamford, Conn., Standard Broadcast comparative renewal proceeding (Docket Nos. 19872-3).

NOTE.—All Cable Television and Broadcast related closed meeting items will be discussed on September 22, 1978, following the Open Meeting scheduled to commence at 10:00 a.m. Public Notice will be released September 15, 1978 listing these matters.

If additional information is required concerning this meeting it may be obtained from the FCC Public Information Officer, telephone 202-632-7260.

Issued: September 18, 1978.

[S-1901-78 Filed 9-18-78; 11:15 am]

[6712-01]

4

FEDERAL COMMUNICATIONS COMMISSION.

TIME AND DATE: 9:30 a.m., Tuesday, September 19, 1978.

PLACE: Room 856, 1919 M Street, NW, Washington, D.C.

STATUS: Open Commission meeting.

MATTERS TO BE CONSIDERED:

Agenda, Item No., and Subject

Hearing—1—Certification from ALJ of the Broadcast Bureau's Motion to Modify Caption in the Houghton Lake, Mich., renewal and forfeiture proceeding (Docket Nos. 21497-8).

Hearing—2—Referral to the Commission by Administrative Law Judge of questions governing the grant of a new station at Lares, Puerto Rico (Docket Nos. 20968-69).

General—1—Request by Searle Diagnostics, Inc., for waiver of certain of the technical specifications in section 15.176 to permit the transmission of a telemetering signal 4 MHz wide on a VHF TV channel.

General—2—Notice of Proposed Rulemaking in Docket 20718—industrial, scientific, and medical equipment.

General—3—Petition filed by Orth-O-Vision, Inc., requesting in effect that the Commission preempt from New York State and local regulation MATV systems to the extent they are used as an integral part of the distribution of MDS service regulated by the Commission.

Safety and Special—1—Amendment of the rules to make 156.875 MHz available for communications to and from pilots.

Common Carrier—1—Complaint of Industrial Communications Systems, Inc., against the Pacific Telephone & Telegraph Co., and General Telephone Co. of California (File No. TS 2-78).

Common Carrier—2—Amendment of the Commission's rules to provide for the reporting of traffic statistics by telephone common carriers.

Common Carrier—3—Department of Defense's petitions for reconsideration of A.T. & T.-SCAN order, and A.T. & T.-Series 8000 order.

Common Carrier—4—Reconsideration of grant to ITT Domestic Transmission Systems, to lease channels between U.S. cities to operate a data network providing store-and-forward capability.

Common Carrier—5—Renewal application of Tele-Comm, Inc. (KON925-DPLMRS) Bremerton, Wash. and the application of Rad-Com Electronics, Ind., for a new two-way station near Olympia, Wash.

Common Carrier—6—Integration Rates and Services, between the mainland and Alaska, Hawaii, and Puerto Rico/Virgin Islands.

NOTE.—All Cable Television and Broadcast related items (Assignment & Transfer, Renewal, Aural, TV, etc.) will be discussed on September 22, 1978, at 10 a.m. Public notice will be released September 15, 1978, listing the matters.

This meeting may be continued the following work day to allow the Commission to complete appropriate action.

If additional information is required concerning this meeting it may be obtained from the FCC Public Information Office, telephone 202-632-7260.

Issued: September 18, 1978.

[S-1902-78 Filed 9-8-78; 11:15]

[6712-01]

5

FEDERAL COMMUNICATIONS COMMISSION.

TIME AND DATE: 10 a.m., Friday, September 22, 1978.

PLACE: Room 856, 1919 M Street NW., Washington, D.C.

STATUS: Closed Commission meeting following the open meeting which is scheduled to commence at 10 a.m.

MATTERS TO BE CONSIDERED:

Agenda, Item No., and Subject

Complaints and Compliance—1—Investigation of KHOF-TV, San Bernardino, Calif.
Complaints and Compliance—2—Investigation of WFIF, Milford, Conn., licensed to Colonial Broadcasting, Inc.

This meeting may be continued the following work day to allow the Commission to complete appropriate action.

Additional information concerning this meeting may be obtained from the FCC Public Information Office, telephone 202-632-7260.

Issued: September 18, 1978.

[S-1906-78 Filed 9-18-78; 2:13 pm]

[6712-01]

6

FEDERAL COMMUNICATIONS COMMISSION.

TIME AND DATE: 10 a.m., Friday, September 22, 1978.

PLACE: Room 856, 1919 M Street NW., Washington, D.C.

STATUS: Open Commission meeting.

MATTER TO BE CONSIDERED:

Agenda, Item No., and Subject

General—1—Television Receiver Equipment Grading.
General—2—Commission Fees Program.
Cable Television—1—Petition for Reconsideration filed by People's Cable Co., Henrietta, N.Y.
Cable Television—2—Applications for certificates of compliance filed by Clearview Cable TV Indiana.
Cable Television—3—Petition for Order to Show Cause (CSC-189) filed by Ron Kurtenbach of Lincoln, Nebr.
Cable Television—4—Application for a new station in the Cable Television Relay Service filed by Christian Television of Ohio, Inc.
Cable Television—5—Petition for Special Relief filed by Arlington Telecommunications, Inc.
Assignment and Transfer—1—Application (BALH-2615) for the voluntary assignment of WFMI(FM), Montgomery, Ala., from Alabama Radio Corp. to Deep South Broadcasting Co.
Assignment and Transfer—2—Request for issuance of a tax certificate in connection with the sale of station WYCH(FM) Hamilton, Ohio, from Raymar communications, Inc., to YCH Associates, a limited partnership.
Renewal—1—Renewal of WGGH(AM), Marion, Ill., proposing a commercial policy exceeding Commission guidelines.
Renewal—2—Renewal of licenses of Roy H. Park Broadcasting of Tennessee, Inc., for WDEF, WDEF-FM and WDEF-TV, Chattanooga, Tenn.
Renewal—3—Renewal of two UHF television stations proposing less than 5 percent total local programing between 6 a.m. and 12 midnight.
Renewal—4—Petition to deny renewal of Miami Valley Broadcasting Corp. (KTVU-TV), Oakland, Calif., filed by the Community Coalition for Media Change.
Renewal—5—Petition to deny the renewal application of McClatchy Newspapers, (KOVR-TV), filed by San Joaquin Communications Corp.
Renewal—6—Letters requiring certain California broadcast stations to submit periodic EEO progress reports during their license term and requiring four of the stations to also develop minority/female hiring goals.
Aural—1—Application for KPHX, Phoenix, Ariz., filed by Riverside Amusement Park Co.
Aural—2—Applications filed by Jersey Shore Broadcasting Co. of Pennsylvania for a FM station in Jersey Shore, Pa., and by Ethnic Broadcasting Foundation for a noncommercial FM station in Lorton, Va.
Television—1—Application for WNJU-TV Broadcasting Corp., Linden, N.J.
Television—2—Jackson Television Corp., application for involuntary transfer of control of WWLD-TV, Jackson, Mich.
Television—3—Application (BPCT-5037) for construction permit filed by Windmill Broadcasting Co., Springfield, Ill.
Broadcast—1—Transmission of a Source Identification Signal in the Television Vertical Blanking Interval.
Broadcast—2—Review of the decision which assigned FM Channel 291 to Palm Springs, Calif.
Broadcast—3—Restructuring of Part 73 of the rules—AM, FM, and TV broadcast services.
Broadcast—4—Request by Spanish International Network (SIN) for 5-year waiver of the rule which prohibits a network from serving as national "spot representative" for its affiliated stations.
Complaints and Compliance—1—Broadcast of announcements for concerts.
Complaints and Compliance—2—Repsonse of Honeyradio, Inc. (WHNE), Portsmouth, Va., to a Notice of Apparent Liability.
Complaints and Compliance—3—Repeated violation of technical rules by Sitka Broadcasting Co. (KIFW—AM, TV), Sitka, Alaska.

This meeting may be continued the following work day to allow the Commission to complete appropriate action.

Additional information concerning this meeting may be obtained from the FCC Public Information Office, telephone 202-632-7260.

Issued: September 18, 1978.

[S-1907—78 Filed 9-18-78; 2:13 pm]

[6714-01]

7

FEDERAL DEPOSIT INSURANCE CORPORATION.

Pursuant to the provisions of the "Government in the Sunshine Act" (5 U.S.C. 552b), notice is hereby given that the Federal Deposit Insurance Corporation's Board of Directors met in open session at 3 p.m. on Friday, September 15, 1978, to consider the matters listed below. Owing to clerical error, while this notice was posted timely, the earlier time requirement with respect to publication could not be complied with. The matters considered were as follows:

Disposition of minutes of previous meetings.
Applications for Federal deposit insurance:

Northern State Bank, a proposed new bank to be located at 218 Lakeside Street, Coeur d'Alene, Idaho, for Federal deposit insurance.

First Security State Bank of American Fork, a proposed new bank to be located at 600-700 East State Street, American Fork, Utah, for Federal deposit insurance.

Recommendation with respect to payment for legal services rendered and expenses incurred in connection with receivership and liquidation acitivities:

Bronson, Bronson & McKinnon, San Francisco, Calif., in connection with the receivership of United States National Bank, San Diego, Calif. (2 Memorandums).

Trager & Trager, Fairfield, Conn., in connection with the liquidation of the Monroe Bank & Trust Co., Monroe, Conn.

Kaye, Scholer, Fierman, Hays & Handler, New York, N.Y. in connection with the liquidation of Franklin National Bank, New York, N.Y.

J. Randolph Pelzer, P.A., North Charleston, S.C., in connection with the liquidation of American Bank & Trust, Orangeburg, S.C.

Memorandum proposing the payment of a fourth dividend of 17 percent in connection with the receivership of Swope Parkway National Bank, Kansas City, Mo.
Reports of committees and officers:

Minutes of the actions approved by the Committee on Liquidations, Loans and Purchases of Assets pursuant to authority delegated by the Board of Directors.

Reports of the Director of the Division of Bank Supervision with respect to applications or requests approved by him and the various Regional Directors pursuant to authorty delegated by the Board of Directors.

Reports of security transactions authorized by the Chairman.

The meeting ws held in the Board Room on the sixth floor of the FDIC Buliding located at 550 17th Street Street NW., Washington, D.C.

Requests for information concerning the meeting may be directed to Mr. Alan R. Miller, Executive Secretary of the Corporation, at 202-389-4446.

Dated: September 15, 1978.

FEDERAL DEPOSIT INSURANCE CORPORATION,
ALAN R. MILLER,
Executive Secretary.

[S-1909-78 Filed 9-18-78; 3:28 pm]

8

[6714-01]

FEDERAL DEPOSIT INSURANCE CORPORATION.

Pursuant to the provisions of the "Government in the Sunshine Act" (5 U.S.C. 552b), notice is hereby given that at 3:30 p.m. on Friday, September 15, 1978, the Federal Deposit Insurance Corporation's Board of Directors met in closed session, by vote of the Board of Directors pursuant to sections 552b(c) (2), (6), (8), (9)(A)(ii), (9)(B), and (10) of title 5, United States Code, to consider the matters listed below. Owing to clerical error, while this notice was posted timely, the early time requirement with respect to publication could not be complied with. The matters considered were as follows:

Disposition of minutes of previous meetings.

Applications for consent to establish branches:

ComBank/Fairvilla, Fairvilla, Fla., for consent to establish a branch at 2420 East Colonial Drive and a drive-in facility at the northeast corner of Livingston Street and Bumby Avenue, both locations in Orlando, Fla.

The National Savings Bank of the city of Albany, Albany, N.Y., for consent to establish a branch at the Troy Plaza, 13th and Hoosick Streets, Rensselaer County, N.Y.

Requests pursuant to section 19 of the Federal Deposit Insurance Act for consent to service of persons convicted of offenses involving dishonesty or a breach of trust as directors, officers, or employees of insured banks:

Names of persons and of banks authorized to be exempt from disclosure pursuant to the provisions of subsection (c)(6) of the "Government in the Sunshine Act" (5 U.S.C. 552b(c)(6)).

Recommendations regarding the liquidation of a bank's assets acquired by the Corporation in its capacity as receiver, liquidator, or liquidating agent of those assests:

Case No. 43,624-L (Amended)—Franklin National Bank, New York, N.Y.

Case No. 43,645-L—The Bank of Bloomfield, Bloomfield, N.J.

Memorandum re Surety Bank & Trust Co., Wakefield, Mass.

Recommendations with respect to the initiation or termination of cease-and-desist proceedings, termination-of-insurance proceedings, or suspension or removal proceedings against certain insured banks or officers or directors thereof:

Names of persons and names and locations of banks authorized to be exempt from disclosure pursuant to the provisions of subsections (c)(6), (c)(8), and (c)(9)(A)(ii) of the "Government in the Sunshine Act" (5 U.S.C. 552b (c)(6), (c)(8), and (c)(9)(A)(ii)).

Personnel actions regarding appointments, promotions, administrative pay increases, reassignments, retirements, separations, removals, etc.:

Names of employees authorized to be exempt from disclosure pursuant to the provisions of subsections (c)(2) and (C)(6) of the "Government in the Sunshine Act" (5 U.S.C 552b (c)(2) and (c)(6)).

The meeting was held in the Board Room on the sixth floor of the FDIC Building located at 550 17th Street NW., Washington, D.C.

Requests for information concerning the meeting may be directed to Mr. Alan R. Miller, Executive Secretary of the Corporation, at 202-389-4446.

Dated: September 15, 1978.

FEDERAL DEPOSIT INSURANCE CORPORATION,
ALAN R. MILLER,
Executive Secretary.

[S-1910-78 Filed 9-18-78; 3:28 pm]

[7030-01]

9

INDIAN CLAIMS COMMISSION.

TIME AND DATE: 10:15 a.m., September 27, 1978.

PLACE: Room 600 1730 K Street NW., Washington, D.C.

STATUS: Open to the public:

Docket 13-F, et al., *James Strong.*
Docket 15-E. *Pottawatomie.*
Docket 113, et al., *Chippewa.*
Docket 181-C, *Colville.*
Docket 272, *Creek.*
Docket 301 (Claims 3-7), *Oneida.*

FOR MORE INFORMATION:

David H. Bigelow, Executive Director, Room 640, 1730 K Street NW., Washington, D.C. 20006, telephone: 202-653-6174.

[S-1900-78 Filed 9-18-78; 11:10 am]

[7020-02]

10

INTERNATIONAL TRADE COMMISSION.

TIME AND DATE: 10 a.m., Wednesday, September 27, 1978.

PLACE: Room 117, 701 E Street NW., Washington, D.C. 20436.

STATUS: Parts of this meeting will be open to the public. The rest of the meeting will be closed to the public.

MATTERS TO BE CONSIDERED:

Portions open to the public:

1. Agenda.
2. Minutes.
3. Ratifications.
4. Petitions and complaints (if necessary).
5. Any items left over from previous agenda.

Portions closed to the public:

6. Status report on the MIN study (if necessary).

CONTACT PERSON FOR MORE INFORMATION:

Kenneth R. Mason, Secretary, 202-523-0161.

[S-1903-78 Filed 9-18-78; 2:13 pm]

[6740-02]

11

FEDERAL ENERGY REGULATORY COMMISSION.

"FEDERAL REGISTER" CITATION OF PREVIOUS ANNOUNCEMENT: 43 FR 41334, published September 15, 1978.

PREVIOUSLY ANNOUNCED TIME AND DATE OF MEETING: 10 a.m. September 20, 1978.

CHANGE IN THE MEETING: The following items have been added:

Item No., Docket No., and Company

CI-1. CI77-412, Phillips Petroleum Co.
CP-8. CP78-256, Algonquin LNG, Inc., and Algonquin Gas Transmission Co.

KENNETH F. PLUMB,
Secretary.

[S-1904-78 Filed 9-18-78; 2:13 pm]

12

NATIONAL RAILROAD PASSENGER CORPORATION.

In accordance with rule 4a. of appendix A of the bylaws of the National Railroad Passenger Corporation, notice is given that the Board of Directors will meet on September 27, 1978.

A. The meeting will be held on Wednesday, September 27, 1978, in the Yorktown Room of the Hyatt Regency Hotel, 400 New Jersey Avenue NW.,

Washington, D.C., beginning at 10:15 a.m.

B. The meeting will be open to the public at 11:15 a.m. beginning with agenda item No. 3, as described below.

C. The agenda items to be discussed at the meeting follow:

AGENDA—NATIONAL RAILROAD PASSENGER CORPORATION

MEETING OF THE BOARD OF DIRECTORS, SEPTEMBER 27, 1978

Closed Session (10:15 am)

1. Internal personnel matters.
2. Litigation matters.

Open Session (11:15 am)

3. Approval of minutes of regular meeting of August 30, 1978.
4. Election of corporate officers.
5. Delegation of authority.
6. Resolution authorizing the exchange of real estate.
7. Commitment approval requests:
   77-265-S1. Overhaul and modification of metroliners.
   77-266-S1. Purchase of 15 new lightweight electric locomotives
   78-136. Replacement and additional equipment, Wilmington maintenance facility.
   78-138. Upgrade seven ARS-16 locomotives.
   78-146. Construct self-contained station, Pittsburgh, Pa.
8. Capital budget fiscal year 1979.
9. Southern Crescent service.
10. Board committee reports: Equipment, Northeast Corridor Improvement Project, Organization and Compensation, and Planning and Finance.
11. President's report.
12. New business.
13. Adjournment.

D. Inquiries regarding the information required to be made available pursuant to appendix A of the Corporation's bylaws should be directed to the Corporate Secretary at 202-383-3973.

Dated: September 18, 1978.

ELYSE G. WANDER,
Corporate Secretary.

[S-1908-78 Filed 9-18-78; 3:21 pm]

Federal Register

WEDNESDAY, SEPTEMBER 20, 1978
PART II

DEPARTMENT OF DEFENSE

PRIVACY ACT OF 1974

Annual Publication

[3810-70]

DEPARTMENT OF DEFENSE

Privacy Act Issuances

Notice of Incorporation by Reference

Agency: Department of Defense (DoD).

Summary: Federal agencies are required by the Privacy Act of 1974 to give annual notice of certain records they maintain. The notices published last year were compiled by the Office of the Federal Register into "Privacy Act Issuances—1977 Compilation." The purpose of this document is to incorporate by reference the notices that appear in "Privacy Act Issuances—1977 Compilation" and to publish in full those record systems of the DoD Components that have been added or amended since then. Also listed, by title and citation, are those record systems that have since been revoked and therefore deleted.

Dates: This document fulfills the annual notice requirement of the Privacy Act for 1978.

For Further Information Contact: Lt Col Aurelio Nepa, Jr., USAF, Staff Director, Defense Privacy Board, ODASD(A), Room 5H-023, Forrestal Building, 1000 Independence Avenue SW., Washington, D.C. 20314, 202-693-0987.

Supplementary Information: This document gives public notice that the Department of Defense is issuing its annual publication for 1978 of record systems notices in Federal Register as required by 5 U.S.C. 552a(e)(4) of the Privacy Act of 1978 (Public Law 93-579).

Location of Notices in 1977 Compilation

The DoD Privacy Act Issuances—1977 Compilation was published in the Federal Register, FR Doc. 77-28255, on September 28, 1977 at 42 FR 50365.

Availability of 1977 Compilation

"Privacy Act Issuances—1977 Compilation" is available from Regional Depository Libraries at 50 locations around the country and can be examined at these libraries free of charge. The 1977 Compilation is also available at the General Services Administration Federal Information Centers, which are located at 30 central points around the country and may be examined at the central headquarters of the Department of Defense components. It is also available for purchase from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Upon request, the Office of the Federal Register will furnish a photocopy of the full text of a particular records system published in the 1977 Compilation for a nominal fee.

Approval of the Director

The notices of systems of records of the DoD "Privacy Act Issuances—1977 Compilation" are incorporated by reference. The Director of the Office of the Federal Register granted approval to incorporate by reference these Privacy Act issuances on July 13, 1978. This 1978 compilation sets forth those systems of records for each DoD Component that have been added, amended or deleted since the 1977 compilation published on September 28, 1977 up to and including the August 7, 1978 issue of the Federal Register. No systems have been added, amended or deleted which were not previously published as a notice in the Federal Register for public comment. Accordingly, this listing supersedes all previously published listings of system notices for the DoD since the 1977 DoD compilation published on September 28, 1977 (42 FR 50365) through and including 43 FR 34936 of August 7, 1978. This 1978 DoD annual Privacy Act Issuances compilation, which includes the 1977 DoD Privacy Act Issuances incorporated by reference, shall serve as a new base line of reference for any future additions, amendments or deletions of record system notices in the Federal Register for the DoD until the next annual compilation in 1979.

Department of Defense Components

The systems of records in the DoD which are subject to the Privacy Act are maintained by the Components of the Department. These Components are:

U.S. Army.
Defense Mapping Agency.
Defense Civil Preparedness Agency.
Office of the Secretary of Defense.
Defense Advanced Research Projects Agency.
Department of the Air Force.
National Security Agency.
Defense Nuclear Agency.
Organization of the Joint Chiefs of Staff.
Defense Communications Agency.
Defense Intelligence Agency.
Department of the Navy/U.S. Marine Corps.
Defense Contract Audit Agency.
Defense Logistics Agency.
Defense Security Assistance Agency.
Defense Investigative Service.
Uniformed Services University of the Health Sciences.

The Defense Security Assistance Agency has no system of records which requires publication under the Privacy Act. The system notices which follow contain listings of all other Components of the Department of Defense. Taken together, the Component listings constitute the total systems of records in the Department which are required to be published.

DEPARTMENT OF DEFENSE COMPONENT IDENTIFIERS

Each published system of records is preceded by a code identifier. The first letter of the code represents the appropriate Component identifier. Following is a list of identifiers for the Department of Defense and its Components assigned by the Office of the Federal Register.

IDENTIFIER—COMPONENT

A—Department of the Army (DA)
B—Defense Mapping Agency (DMA)
C—Defense Civil Preparedness Agency (DCPA)
D—Office of the Secretary of Defense (OSD)
E—Defense Advanced Research Projects Agency (DARPA)
F—Department of the Air Force (AF)
G—National Security Agency (NSA)
H—Defense Nuclear Agency (DNA)
J—Organization of the Joint Chiefs of Staff (JCS)
K—Defense Communications Agency (DCA)
L—Defense Intelligence Agency (DIA)
M—U.S. Marine Corps (USMC)
N—Department of the Navy (DON)
R—Defense Contract Audit Agency (DCAA)
S—Defense Logistics Agency (DLA)
T—Defense Security Assistance Agency (DSAA)
V—Defense Investigative Service (DIS)
W—Uniformed Services University of the Health Sciences (USUHS)

SUMMARY OF DOD SYSTEM NOTICES

Department of the Army

The U.S. Army Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977, at 42 FR 50367. Set forth immediately below are those record systems that have since been revoked and therefore deleted from the Army inventory of record system notices. Published further below, in full text and in sequence order, under a separate Army heading are those systems of records that the Department of the Army has added or amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletions—System Identification, System Name, and FR Citation and Date

A0201.07aDACS, Personnel Accounting System (PAS), 43 FR 15353, April 12, 1978.

A0302.06cDACS, Accounting for Personal Money Allowances (PMA), 43 FR 15353, April 12, 1978.

A0401.02USACIDC, Public Information, Administrative, and Reference Paper Files, 43 FR 15353, April 12, 1978.

A0411.03aUSACIDC, Release of Information Action Files, 43 FR 15353, April 12, 1978.

A0501.12DAMI, Subversion and Espionage Directed Against the U.S. Army (SAEDA), 43 FR 15353, April 12, 1978.

A0508.25bUSACIDC, Index to Case Files—Republic of Vietnam CY 70 to CY 73, 43 FR 15353, April 12, 1978.

A0614.03bOSA, Equal Employment Complaint File, 43 FR 26606, June 21, 1978.

A0715.07aAMC, Personnel Utilization Reporting System, 43 FR 26606, June 21, 1978.

A0722.02DACH, Baptism, Marriage, and Funeral Files, 42 FR 59099, November 15, 1977.

A0728.01DAPC, Retired Personnel Data File, 43 FR 20607, July 17, 1978.

A1001.07cDAMO, Mailing List for PARAMETERS, USAWC Journal, 43 FR 26606, June 21, 1978.

A1301.05aDAMA, Army Scientific Advisory Panel Personnel Files, 43 FR 26606, June 21, 1978.

Defense Mapping Agency

The Defense Mapping Agency Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977, at 42 FR 50670. There are no amendments, additions, or deletions of record systems notices for the agency, as of August 7, 1978.

Defense Civil Preparedness Agency

The Defense Civil Preparedness Agency Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977, at 42 FR 50709. There are no amendments or additions of record systems notices for the agency as of August 7, 1978. The following record system was revoked and deleted from the agency's inventory of record systems.

System Identification, System Name, and Citation and Date

CWNG 3, Decision Information Distribution System (DIDS) Volunteers, 43 FR 30331, July 14, 1978.

Office of the Secretary of Defense

The Office of the Secretary of Defense (OSD) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977, at 42 FR 50730. Set forth immediately below are those record systems that have since been revoked and therefore deleted from the OSD record systems inventory of notices. Published further below, in full text and in sequence order, under a separate Office of the Secretary of Defense heading are those systems of records that the OSD has added or amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletions—System Identification, System Name, FR Citation and Date

DM&RA 04.0, Reenlistment Eligible File (RECRUIT), 43 FR 2751, January 19, 1978.

DM&RA 13.0, Survey Data Base, 43 FR 2751, January 19, 1978.

DM&RA 14.0, MARDAC Data Base, 43 FR 2751, January 19, 1978.

DDR&E 01, Personnel Security Clearance Files, 43 FR 13091, March 29, 1978.

DH&E 01, Personnel Files, 43 FR 13091, March 29, 1978.

DH&E 02, Contact Files, 43 FR 13091, March 29, 1978.

DH&E 03, Files of Personnel Evaluated for Employment in the Office of the ASD (H&E), 43 FR 13091, March 29, 1978.

DM&RA 11.1, Military Absentees in Foreign Countries (Deserter), 43 FR 13091, March 29, 1978.

DPA&E 01, DoD Civilian Personnel Data File Extract, 43 FR 13091, March 29, 1978.

DPA&E 03, Civilian Personnel Sample, 43 FR 13091, March 29, 1978.

DCOMP A01, Federal Employment Service Record Card, 43 FR 26473, June 20, 1978.

DCOMP BF01, Travel Files, 43 FR 34936, August 7, 1978.

DCOMP CD01, OSD General Correspondence Files, 43 FR 34936, August 7, 1978.

DCOMP CD02, Cable Branch Personnel Administration Files, 43 FR 34936, August 7, 1978.

DCOMP P01, Supergrade Correspondence, Reports, and Case Files, 43 FR 34936, August 7, 1978.

DCOMP P02, Job Opportunity Announcements, 43 FR 34936, August 7, 1978.

DCOMP P03, DoD Program for Stability of Civilian Employment, 43 FR 34936, August 7, 1978.

DCOMP P04, Reduction-In-Force Case Files, 43 FR 34936, August 7, 1978.

DCOMP P05, Roster of When Actually Employed Employees, 43 FR 34936, August 7, 1978.

DCOMP P06, DoD-Wide Civilian Career Program for Comptroller/Financial Management Personnel, 43 FR 34936, August 7, 1978.

DCOMP P07, Incentive Awards Records, 43 FR 34936, August 7, 1978.

DCOMP P08, Worker's Compensation-On-The-Job Injuries Report File, 43 FR 34936, August 7, 1978.

DCOMP P09, Computer Data Base, 43 FR 34936, August 7, 1978.

DCOMP P10, Training File, 43 FR 34936, August 7, 1978.

DCOMP P12, Executive Development Programs File, 43 FR 34936, August 7, 1978.

DCOMP P13, Management Intern File, 43 FR 34936, August 7, 1978.

DCOMP P14, Blood Donor Files, 43 FR 34936, August 7, 1978.

DCOMP P15, Department of Defense Distinguished Service Medal Files, 43 FR 34936, August 7, 1978.

DCOMP P16, Joint Service Commendation Medal Recommendations File, 43 FR 34937, August 7, 1978.

DCOMP P17, Assignment Folders, 43 FR 34937, August 7, 1978.

DCOMP P18, The Office of the Secretary of Defense Identification Badge Suspense Card System, 43 FR 34937, August 7, 1978.

DCOMP P19, General/Flag Officer Files, 43 FR 34937, August 7, 1978.

DCOMP P20, Report of Personnel Assigned Outside of Department of Defense, 43 FR 34937, August 7, 1978.

DCOMP P21, Duty Status Cards, 43 FR 34937, August 7, 1978.

DCOMP P22, General/Flag Officer Roster, 43 FR 34937, August 7, 1978.

DCOMP P23, Roster of Military Personnel, 43 FR 34937, August 7, 1978.

DCOMP P24, Navy Officer Personnel Service Records, 43 FR 34937, August 7, 1978.

DCOMP P25, Overseas Staffing Files, 43 FR 34937, August 7, 1978.

DCOMP P26, Protective Services File, 43 FR 34937, August 7, 1978.

DCOMP P27, Pentagon Building Pass Application File, 43 FR 34937, August 7, 1978.

DCOMP P28, The Office of the Secretary of Defense Clearance File, 43 FR 34937, August 7, 1978.

DCOMP P29, Employee Assistance Program Case Record Systems, 43 FR 34937, August 7, 1978.

DCOMP P30, Labor Management Relations Records Systems, 43 FR 34937, August 7, 1978.

DCOMP P31, Department of Defense Superior Service Medal, 43 FR 34937, August 7, 1978.

DCOMP P32, Standards of Conduct Inquiry File, 43 FR 34937, August 7, 1978.

DCOMP P33, Statements of Affiliations and Financial Interests File, 43 FR 34937, August 7, 1978.

DCOMP P34, Non-Career Personnel Job Files, 43 FR 34937, August 7, 1978.

DCOMP SPM001, Application for Pentagon Parking Permit, 43 FR 34937, August 7, 1978.

DCOMP SPM002, Pentagon Computeride, 43 FR 34937, August 7, 1978.

DDR&E 02, Office Director of Research and Development (ODDR&E) Personnel Administration Files, 43 FR 34937, August 7, 1978.

DDR&E 03, Office Director of Research and Development (ODDR&E), Inventor File, 43 FR 34937, August 7, 1978.

DDR&E 04, Requests for Two-year Foreign Residence Waiver Files, 43 FR 34937, August 7, 1978.

DH&E 04, Variable Incentive Pay for Medical Officers Data Management System, 43 FR 34937, August 7, 1978.

DI&L 01, I&L Administrative Files, 43 FR 34937, August 7, 1978.

DM&RA 01.0, Overseas Education Correspondence Files, 43 FR 34937, August 7, 1978.

DM&RA 02.0, Teacher Application Files, 43 FR 34938, August 7, 1978.

DM&RA 03.0, Employer Support File (PLEDGE), 43 FR 34938, August 7, 1978.

DM&RA 06.0, Department of Defense, Priority Placement Program (STOPPER LIST), 43 FR 34938, August 7, 1978.

DM&RA 07.0, Department of Defense, Overseas Employment Program, 43 FR 34938, August 7, 1978.

DM&RA 08.0, Central Automated Inventory and Referral System (CAIRS), 43 FR 34938, August 7, 1978.

DM&RA 09.1, DRRI Student File, 43 FR 34938, August 7, 1978.

DM&RA 10.0, Equal Opportunity Complaint File, 43 FR 34938, August 7, 1978.

DM&RA 12.0, Reserve Components Common Personnel Data System (RCCPDS), 43 FR 34938, August 7, 1978.

DM&RA 15.0, Reports of Defense related employment, 43 FR 34938, August 7, 1978.

DM&RA 16.0, Retired Personnel Master File, 43 FR 34938, August 7, 1978.

DM&RA 17.0, DoD Overseas Dependent School Teachers Retroactive Pay Project, 43 FR 34938, August 7, 1978.

DSMS-01, DSMS Personnel Information Files, 43 FR 34938, August 7, 1978.
DSMS-02, DSMS Student Files, 43 FR 34938, August 7, 1978.
DSMS-03, DSMS Track Record System, 43 FR 34938, August 7, 1978.
DSMS-04, DSMS Academic Analysis System, 43 FR 34938, August 7, 1978.
DSMS-05, DSMS Biographical Record System, 43 FR 34938, August 7, 1978.
DSMS-06, DSMS Mailing List, 43 FR 34938, August 7, 1978.

Defense Advanced Research Projects Agency

The Defense Advanced Research Projects Agency (DARPA) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 50781. Set forth immediately below are those record systems that have since been revoked and therefore deleted from the agency's inventory of record system notices. Published further below, in full text and in sequence, under a separate DARPA heading are those systems of records that DARPA has amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletions—System Identification, System Name, FR Citation and Date

E ARPA 001, Travel File, 43 FR 34979, August 7, 1978.
E ARPA 002, Biographical Sketch, 43 FR 34979, August 7, 1978.
E ARPA 003, ARPA Basic File, 43 FR 30331, July 14, 1978.
E ARPA 004, ARPA Personnel, 43 FR 34979, August 7, 1978.

Department of the Air Force

The Air Force Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 50784. Set forth immediately below are those record systems that have since been revoked and therefore deleted from the Air Force's inventory of record system notices. Published further below, in full text and in sequence order, under a separate Air Force heading are those systems of records that the Air Force has added or amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletions—System Identification, System Name, FR Citation and Date

F01102 DPPPN B, Responses to Congressional Inquiries, 42 FR 64322, December 22, 1977.
F01102 DPXVE C, Congressional Correspondence, 42 FR 64322, December 22, 1977.
F01102 DPXVV E, Congressional Inquiries/Legislative Liaison, 42 FR 64322, December 22, 1977.
F01102 REPX D, Congressional Inquiry File, 42 FR 64322, December 22, 1977.
F01102 OIACYVA, Congressional Inquiries, 42 FR 64322, December 22, 1977.
F03001 OCGBUZB, Drug Abuse Control Case Files, 42 FR 64322, December 22, 1977.
F03504 OKPMQSD, AU Potential Faculty List, 42 FR 64322, December 22, 1977.
F03504 OKPNQSE, Officer Assignment Logs, 42 FR 64322, December 22, 1977.
F03504 OKPNQSF, Cooperative Degree, Accounting System, 42 FR 64322, December 22, 1977.
F040XX DPCD, A, Civilian Personnel Management Information System, 42 FR 64322, December 22, 1977.
F04009 DPCD A, Civilian Personnel Statistical Accounting System, 42 FR 64322, December 22, 1977.
F05001 OJ DOTA, Program Administration Records, 42 FR 64322, December 22, 1977.
F05002 OJ DOTD, Individual Academic Records, 42 FR 64323, December 22, 1977.
F05101 OJ DOTD, Flying Training Records, 42 FR 64323, December 22, 1977.
F05101 OJ DOTE, Flying Training Records, 42 FR 64323, December 22, 1977.
F12001 DPXSE B, Investigations/Complaints Files, 42 FR 64323, December 22, 1977.
F12701 OYUEBLA, Individual Accident/Violation and Safety Training Record, 42 FR 64323, December 22, 1977.
F17603 DPMSPAA, Dishonored Check Control Record, 42 FR 64323, December 22, 1977.
F17603 DPMSPAB, Internal Accounts Receivable, 42 FR 64323, December 22, 1977.
F17607 DPMSOAB, Air Force Open Mess Program, 42 FR 64323, December 22, 1977.
F17607 DPMSOBA, Areo Club Membership/Training Records, 42 FR 64323, December 22, 1977.
F21501 DPMSP A, Child Care Attendance Records, 42 FR 64323, December 22, 1977.
F21501 DPMSP B, Recreation Volunteer and Application Records, 42 FR 64323, December 22, 1977.
F21501 DPMSP C, Interservice Photography Contest Entry Records, 42 FR 64323, December 22, 1977.
F40-2-2 FZHTVA, E246 Civilian Skills Locator System, 42 FR 64323, December 22, 1977.
F00401 05HCHLB, Sensitive Compartment Information (SCI) Personnel Security Records, 43 FR 16894, April 20, 1978.
F01001 OBXQPCC, Commander's Patient Status Report (Cadet), 43 FR 16894, April 20, 1978.
F01001 OBXQPCD, Cadet Appointment System, 43 FR 16894, April 20, 1978.
F01001 OBXQPCE, Cadet Wing Movement, 43 FR 16894, April 20, 1978.
F01001 OQPTFLA, Human Reliability for Special Missions, 43 FR 16894, April 20, 1978.
F01003 OBXQPCA, Cadet Promotion List, 43 FR 16894, April 20, 1978.
F01101 OJ TTSA, Student Record of Training, 43 FR 16894, April 20, 1978.
F01101 OJMPLSA, Source Support and Control Data Basic Trainee Records, 43 FR 16894, April 20, 1978.
F01101 OJMPLSC, Nelson Denny Reading Test Answer Sheets, 43 FR 16894, April 20, 1978.
F01102 OYUEBLA, Locator or Personnel Data, 43 FR 16894, April 20, 1978.
F01103 OBXQPCG, Navigation Course Number 470, Flight Mission Report, 43 FR 16894, April 20, 1978.
F02002 OBXQPCB, Cadet Records System, 43 FR 16894, April 20, 1978.
F02701 OBXQPCA, Cadet Summer Training, 43 FR 16894, April 20, 1978.
F003001 XOBXQPCA, Graduate Programs, 43 FR 16894, April 20, 1978.
F003004 XOIACYVB, Processed Transactions, 43 FR 16894, April 20, 1978.
F03004 XOIACYVE, Periodic Reconciliation File, 43 FR 16894, April 20, 1978.
F03004 XOIACYVF, Accession Listing, 43 FR 16894, April 20, 1978.
F03004 XOIACYVG, Input Transaction Registers, 43 FR 16894, April 20, 1978.
F03501 OBXAPCC, Cadet Disciplinary System, 43 FR 16894, April 20, 1978.
F03501 OYUEBLA, Informational Personnel Records, 43 FR 16894, April 20, 1978.
F03501 OYUEBLB, Informational Personnel Records, 43 FR 16894, April 20, 1978.
F03501 OIACYVA, Informational Personnel Records, 43 FR 16894, April 20, 1978.
F03501 OIACYVB, Informational Personnel Record, 43 FR 16895, April 20, 1978.
F03501 OIACYVC, Informational Personnel Record, 43 FR 16895, April 20, 1978.
F03501 OIACYVD, Information Personnel Record (Mobilization Augmentee File), 43 FR 16895, April 20, 1978.
F03501 OIACYVF, Informational Personnel Record, 43 FR 16895, April 20, 1978.
F03501 OOVDYDA, Informational Personnel Record, 43 FR 16895, April 20, 1978.
F03501 XOBXQPCA, Administrative Disenrollment and Investigations, 43 FR 16895, April 20, 1978:
F03501 XOBXQPCC, Academy Cadet Honor Committee Case Files, 43 FR 16895, April 20, 1978.
F03501 XOIACYVH, Air Force Service Number/Social Security Number, Cross Reference Rosters, 43 FR 16895, April 20, 1978.
F03501 XOIACYVJ, Bad Address Card File, 43 FR 16895, April 20, 1978.
F03501 XOIACYVK, Control Cards for Vouchers for Medical Services, 43 FR 16895, April 20, 1978.
F03501 XOIACYVL, Medical Mobilization Augmenter Personnel Management Files, 43 FR 16895, April 20, 1978.
F03501 XOIACYVM, Medical Service Liaison, Officer Program Card File, 43 FR 16895, April 20, 1978.
F03501 XOIACYVN, Medical Actions Card File, 43 FR 16895, April 20, 1978.
F03501 XOIACYVP, Air Reserve Information, Squadron Biographical Files, 43 FR 16895, April 20, 1978.

F03501 XOIACYVR, Chaplain Personnel Management Files, 43 FR 16895, April 20, 1978.
F03501 XOIACYVS, Personnel Management Records, 43 FR 16895, April 20, 1978.
F03501 XOIACYVT, Chaplain Biographical File, 43 FR 16895, April 20, 1978.
F03501 XOIACYVW, Personnel Management Files, 43 FR 16895, April 20, 1978.
F03502 OBXQPCC, Cadet Personnel Records, 43 FR 16895, April 20, 1978.
F03502 XOBXQPCA, Academic Counseling Record, 43 FR 16896, April 20, 1978.
F03504 DPMYCOE, Outgoing Clearance Record, 43 FR 16896, April 20, 1978.
F03504 DPMYCOG, Relocation Preparation Project Folders, 43 FR 16896, April 20, 1978.
F03504 DPMYCOH, Separation Relocation Project Folders, 43 FR 16896, April 20, 1978.
F03506 OJ DOSA, Armed Services Vocational Aptitude Battery (OASVAB) Test Cards, 43 FR 16896, April 20, 1978.
F03509 OJMPLSA, Discharge and Separation Records, 43 FR 16896, April 20, 1978.
F04501 OIACYVB, Application for Appointment Medical Corps, 43 FR 16896, April 20, 1978.
F04501 XOIACYVB, Air Force Reserve Applications for Extended Active Duty, 43 FR 16896, April 20, 1978.
F05001 OBXQPCA, Cadet Information Card, 43 FR 16896, April 20, 1978.
F05001 OBXQPCB, Academic Scheduling, 43 FR 16896, April 20, 1978.
F05001 OBXQPCH, Collateral Training Records, 43 FR 16896, April 20, 1978.
F05001 OJMPLSB, Student Collateral Training Records, 43 FR 16896, April 20, 1978.
F05002 OJ TTAA, Field Training Student, Attendance and Rating Records, 43 FR 16896, April 20, 1978.
F05002 OJ TTSA, Student Record of Training, 43 FR 16896, April 20, 1978.
F05002 OJMPLSA, Training Progress Reading, Proficiency Case Files, 43 FR 16896, April 20, 1978.
F05101 OCGBUZA, Aircrew Training Records Aerospace Defense Command (ADC), 43 FR 16896, April 20, 1978.
F05101 OCBBUZB, Aircrew Training Records, F106 Aircraft, 43 FR 16896, April 20, 1978.
F05101 OCGBUZC, Aircrew Training Records, F101 Aircraft, 43 FR 16896, April 20, 1978.
F05101 OCGBUZD, Aircrew Training Records, F102 Aircraft, 43 FR 16896, April 20, 1978.
F05101 OCGBUZE, Aircrew Training Records, F4 Aircraft, 43 FR 16896, April 20, 1978.
F05101 OCGBUZF, Aircrew Training Records, T33 Aircraft, 43 FR 16896, April 20, 1978.
F05304 OBXQPCB, Academic Requirements, 43 FR 16896, April 20, 1978.
F05304 OBXQPCC, Academic Grades, 43 FR 16896, April 20, 1978.
F10010 OYUEBLA, Military Affiliate Radio System (MARS) Station Questionnaire, 43 FR 16896, April 20, 1978.
F10010 OYUEBLB, Military Affiliate Radio System (MARS) Personnel Action, 43 FR 16896, April 20, 1978.
F11001 JACC G, Litigation Records; Tort Claims, Admiralty, Collection and Hospital Recovery Acts, 43 FR 16897, April 20, 1978.
F11001 JACL E, Civil Litigation Records, 43 FR 16897, April 20, 1978.
F11001 BJACI B, Foreign Civil Litigation, 43 FR 16897, April 20, 1978.
F16001 OBXQPCA, Cadet Injury/Illness Report, 43 FR 16897, April 20, 1978.
F16001 OSPCZPC, Physicians Assistant Evaluations, 43 FR 16897, April 20, 1978.
F20503 DAI A, Nomination Files of Personnel Evaluated for Presidential Support Duties, 43 FR 16897, April 20, 1978.
F20503 BAI B, Assignment Record Files for Personnel Selected for Presidential Support Duties, 43 FR 16897, April 20, 1978.
F20503 DPCE C, Security Case Files, 43 FR 16897, April 20, 1978.
F20505 DAI A, Personnel Security Record Files, 43 FR 16897, April 20, 1978.
F20505 DPMRPPD, Air Force Security Program Cases, 43 FR 16897, April 20, 1978.
F26501 XOBXQPCA, Cadet Religious Information Card, 43 FR 16897, April 20, 1978.
F53701 OBXQPCA, Cadet Evaluation, 43 FR 16897, April 20, 1978.
F53701 OBXQPCB, Cadet Wing Strength Accounting System, 43 FR 16897, April 20, 1978.
F53701 OBXQPCB, Air Force Academy Administrative Records, 43 FR 16897, April 20, 1978.

National Security Agency

The National Security Agency (NSA) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51065. There are no amendments, additions or deletions of record systems notices for the agency, as of August 7, 1978.

Defense Nuclear Agency

The Defense Nuclear Agency (DNA) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51073. There are no deletions of record systems from this agency's inventory, as of August 7, 1978. Published further below, in full text and in sequence order, under a separate Defense Nuclear Agency heading are those record systems that the DNA has added or amended since publication of the 1977 Compilation, as of August 7, 1978.

Organization of the Joint Chiefs of Staff

The Organization of the Joint Chiefs of Staff (OJCS) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51079. Set forth immediately below is a record system that has since been revoked and therefore deleted from the OJCS's inventory of record system notices. Published further below, in full text and in sequence order, under a separate OJCS heading are those systems of records that the OJCS has amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletion—System Identification, System Name, FR Citation and Date

JOJCS003SMB, Directorate Administrative Services Message Information Systems (DASMIS), 43 FR 34982, August 7, 1978.

Defense Communications Agency

The Defense Communications Agency (DCA) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51081. There are no deletions of record systems from the agency's inventory, as of August 7, 1978. Published further below, in full text and in sequence order, under a separate Defense Communications Agency heading are those record systems that the agency has added since publication of the 1977 Compilation, as of August 7, 1978.

Defense Intelligence Agency

The Defense Intelligence Agency (DIA) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51117. Set forth immediately below are those record systems that have since been revoked and therefore deleted from the agency's inventory of record system notices. Published further below, in full text and in sequence order, under a separate Defense Intelligence Agency heading are those systems of records that the agency has amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletions—System Identification, System Name, FR Citation and Date

L DIA 0001, Employee Performance Appraisals, 43 FR 24353, June 5, 1978.
L DIA 0002, Reserve Personnel Status, 43 FR 24353, June 5, 1978.
L DIA 0003, Agency Checkout File, 43 FR 24353, June 5, 1978.
L DIA 0004, Reemployment Rights File, 43 FR 24353, June 5, 1978.
L DIA 0006, DoD Priority Placement and Overseas Employment Programs, 43 FR 24353, June 5, 1978.
L DIA 0007, Reduction in Force (RIF) Case Files, 43 FR 24353, June 5, 1978.
L DIA 0008, Civilian Employee Compensation Records, 43 FR 24353, June 5, 1978.
L DIA 0009, Guest Lecturer File, 43 FR 24353, June 5, 1978.
L DIA 0013, Defense Intelligence Agency Personnel Roster, 43 FR 24353, June 5, 1978.
L DIA 0014, Field Personnel Folder, 43 FR 24353, June 5, 1978.
L DIA 0016, Rotary Card File, 43 FR 24353, June 5, 1978.
L DIA 0017, Personnel Actions (Civilian), 43 FR 24353, June 5, 1978.

L DIA 0018, Military Personnel Procurement, DIA Form 83, 43 FR 24353, June 5, 1978.
L DIA 0019, Emergency Alert and Recall Rosters, 43 FR 24353, June 5, 1978.
L DIA 0020, Joint Table of Distribution, 43 FR 24353, June 5, 1978.
L DIA 0021, Training Locator Cards, 43 FR 24353, June 5, 1978.
L DIA 0022, Movement of Personnel, 43 FR 24353, June 5, 1978.
L DIA 0100/04, Personnel File Index, 43 FR 24353, June 5, 1978.
L DIA 0100/14, Office Administration—Dining Room Passes, 43 FR 24353, June 5, 1978.
L DIA 0103/01, Personnel security and security Clearance Status Index, 43 FR 24353, June 5, 1978.
L DIA 0103/02, Personnel Security Case Records Retirement Retrieval Index, 43 FR 24353, June 5, 1978.
L DIA 0107, Board of Visitors File (BOV), 43 FR 24354, June 5, 1978.
L DIA 0108/01, Health, Welfare, and Charities, 43 FR 24354, June 5, 1978.
L DIA 0108/02, Health, Welfare, and Recreation, 43 FR 24354, June 5, 1978.
L DIA 0116, Telephone Records, 43 FR 24354, June 5, 1978.
L DIA 0121, Locator Service/Postal Directory, 43 FR 24354, June 5, 1978.
L DIA 0127, Graphic Arts Management (GAMS), 43 FR 24354, June 5, 1978.
L DIA 0136, Movement of Personnel/Travel, 43 FR 24354, June 5, 1978.
L DIA 0137, Transportation Officers Lists, 43 FR 24354, June 5, 1978.
L DIA 0138, Local Transportation Records, 43 FR 24354, June 5, 1978.
L DIA 0139, Vehicle Parking, 43 FR 24354, June 5, 1978.
L DIA 0145, Individual Identification Records, 43 FR 24354, June 5, 1978.
L DIA 0230, Organization Planning and Manpower, 43 FR 24354, June 5, 1978.
L DIA 0241, Administrative Publications, 43 FR 24354, June 5, 1978.
L DIA 0272, Complaint, 43 FR 24354, June 5, 1978.
L DIA 0285, Director's Correspondence File, 43 FR 24354, June 5, 1978.
L DIA 0400, Production Control System, 43 FR 24354, June 5, 1978.
L DIA 0413, Service Record Card (SF-7) File, 43 FR 24354, June 5, 1978.
L DIA 0414, Supervisor's Records of Employees, 43 FR 24354, June 5, 1978.
L DIA 0416, Civilian Personnel Administrative Records, 43 FR 24354, June 5, 1978.
L DIA 0420/01, Defense Special Career Automated System, 43 FR 24354, June 5, 1978.
L DIA 0430, Complaints/Investigations, 43 FR 24354, June 5, 1978.
L DIA 0430/01, Employee Grievances and Appeals, 43 FR 24354, June 5, 1978.
L DIA 0436, Incentive Awards, 43 FR 24354, June 5, 1978.
L DIA 00436/01, Classified Letters of Appreciation File, 43 FR 24354, June 5, 1978.
L DIA 0440, Requests for Reassignment, 43 FR 24354, June 5, 1978.
L DIA 0440/01, Qualifications, Placements, and Promotions, 43 FR 24354, June 5, 1978.
L DIA 0442, Applicants for Employment, 43 FR 24354, June 5, 1978.
L DIA 0443, Job Opportunities (Selection of High Potential Employees), 43 FR 24355, June 5, 1978.
L DIA 0451, Position Description, 43 FR 24355, June 5, 1978.
L DIA 00460/01, DIA Form 209, 43 FR 24355, June 5, 1978.
L DIA 0470, Military Service Administrative Records, 43 FR 24355, June 5, 1978.
L DIA 0490, Military Personnel Procurement, 43 FR 24355, June 5, 1978.
L DIA 0530, Intelligence Collection Records, 43 FR 24355, June 5, 1978.
L DIA 0600, Defense Intelligence Agency, Directorate for Information Systems Security Files, 43 FR 24355, June 5, 1978.
L DIA 0600/02, Request for Clearance, 43 FR 24355, June 5, 1978.
L DIA 0620, System Access Log and Directory, 43 FR 24355, June 5, 1978.
L DIA 0640/01, Personnel Security Investigation Files, 43 FR 24355, June 5, 1978.
L DIA 0640/02, Visitor Accreditation File, 43 FR 24355, June 5, 1978.
L DIA 0650/02, Security Management Information System (SMIS), 43 FR 24355, June 5, 1978.
L DIA 0650/03, Sensitive Compartmented Information (SCI) Access Files, 43 FR 24355, June 5, 1978.
L DIA 0650/04, Clearance Certification File, 43 FR 24355, June 5, 1978.
L DIA 0660/01, Security Violations, 43 FR 24355, June 5, 1978.
L DIA 0700, Supply, Space and Facilities, Policy and Planning, 43 FR 24355, June 5, 1978.
L DIA 0710, Contract Correspondence, 43 FR 24355, June 5, 1978.
L DIA 0733, Reports of Survey, 43 FR 24355, June 5, 1978.
L DIA 0802, Project Files, 43 FR 24355, June 5, 1978.
L DIA 0803, Defense Attache Investigation File, 43 FR 24355, June 5, 1978.
L DIA 0804, Defense Attache Roster, 43 FR 24355, June 5, 1978.
L DIA 0805, Request for Irregular Overtime, 43 FR 24355, June 5, 1978.
L DIA 0806, Security, 43 FR 24355, June 5, 1978.
L DIA 0807, Management Analysis, 43 FR 24355, June 5, 1978.
L DIA 0808, Training Facilities Records, 43 FR 24355, June 5, 1978.
L DIA 0808/01, Request for Training, 43 FR 24355, June 5, 1978.
L DIA 0809, Off Duty Employment Report, 43 FR 24355, June 5, 1978.
L DIA 0810, Library Circulation File, 43 FR 24356, June 5, 1978.
L DIA 0811, Intelligence Report Indexing System (IRISA), 43 FR 24356, June 5, 1978.
L DIA 0812, ASDIA All Source Document Index, 43 FR 24356, June 5, 1978.
L DIA 0814, Timekeeper Station Listing, 43 FR 24356, June 5, 1978.
L DIA 0815, Cost of Annual Leave Balance Report, 43 FR 24356, June 5, 1978.
L DIA 0816, DIA Employee Personal Services DA 2449, 43 FR 24356, June 5, 1978.
L DIA 0817, DIA Employee Bond Issuance Schedule DD 1804C, 43 FR 24356, June 5, 1978.
L DIA 0818, DIA Employee Civilian Payroll Checks Listing, 43 FR 24356, June 5, 1978.
L DIA 0820, DIA Employee Payroll Authorization for Disposition of Salary Check, Bond DIA 945, 43 FR 24356, June 5, 1978.
L DIA 0821, DIA Travel Record DIA 766, 43 FR 24356, June 5, 1978.
L DIA 0822, Signature Card DD 577, Individual Signature Cards, 43 FR 24356, June 5, 1978.
L DIA 0823, Requests for Waiver of Indebtedness Resulting from Erroneous Payments, 43 FR 24356, June 5, 1978.
L DIA 0824, Retirement Records SF 2806, 43 FR 24356, June 5, 1978.
L DIA 0825, DIA 53 Payclerks/Supervisor Name Card, 43 FR 24356, June 5, 1978.
L DIA 0826, Request for DoD Management Education and Training Program Courses, 43 FR 24356, June 5, 1978.
L DIA 0860, Payroll Service Request Form, 43 FR 24356, June 5, 1978.
L DIA 0879, Cancellation of Allotment of Pay for Credit to Financial Institution, 43 FR 24356, June 5, 1978.
L DIA 1164, Claim for Reimbursement for Expenditures on Official Business, 43 FR 24356, June 5, 1978.
L DIA 1198, Request by Employee for Allotment of Pay for Credit to Savings Account, 43 FR 24356, June 5, 1978.
L DIA 1351, Travel Voucher or Subvoucher, 43 FR 24356, June 5, 1978.
L DIA 1727, Application, Change, Cancellation for U.S. Savings Class A Pay Reservation, 43 FR 24356, June 5, 1978.

U.S. Marine Corps

The U.S. Marine Corps (USMC) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51177. Set forth immediately below are those record systems that have since been revoked and therefore deleted from the USMC inventory of record system notices. Published further below, in full text and in sequence order, under a separate U.S. Marine Corps heading are those systems of records that the USMC has added or amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletions—System Identification, System Name, FR Citation and Date

MIL00020, First Marine Division Personnel Assigned to Operation New Arrivals, 43 FR 5473, February 8, 1978.

MMN00003, Manpower Management System, 43 FR 5473, February 8, 1978.

Department of the Navy

The Department of the Navy (DON) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51229. Set forth immediately below is a record system that has since been revoked and therefore deleted from the Navy's inventory of record system notices. Published further below, in full text and in sequence order, under a separate Department of the Navy heading are those systems of records that the Navy has added or amended since publication of the 1977 Compilation, as of August 7, 1978.

Deletion—System Identification, System Name, FR Citation and Date

N00011 09B, Reports of Disposition of Personal Money Allowances and Position Allowances, 43 FR 16367, April 18, 1978.

Defense Contract Audit Agency

The Defense Contract Audit Agency (DCAA) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51358. Set forth immediately below are those record systems that have since been revoked and therefore deleted from the agency's inventory of record system notices. There are no additions or amendments of record systems to the agency's inventory since publication of the 1977 Compilation, as of August 7, 1978.

Deletions—System Identification, System Name, FR Citation and Date

RDCAA 110.8, Parking Permits and Vehicle Registration, 43 FR 13605, March 31, 1978.

RDCAA 110.9, Temporary Passes and Permits for Visitors and Vehicles, 43 FR 13605, March 31, 1978.

RDCAA 120.8, Property Pass Files, 43 FR 13605, March 31, 1978.

RDCAA 151.11, Security Training and Orientation, 43 FR 13605, March 31, 1978.

RDCAA 152.11, Notification of Security Clearance Status, 43 FR 13605, March 31, 1978.

RDCAA 153.3, Key Control Records, 43 FR 13605, March 31, 1978.

RDCAA 205.09, Delegations of Authority, 43 FR 13605, March 31, 1978.

RDCAA 341.6, Letters of Commendation and Appreciation, 43 FR 13605, March 31, 1978.

RDCAA 422.5, Disbursement Vouchers, 43 FR 13605, March 31, 1978.

Defense Logistics Agency

The Defense Logistics Agency (DLA) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51388. There are no deletions of record systems from the agency's inventory, as of August 7, 1978. Published further below, in full text and in sequence order, under a separate Defense Logistics Agency heading are those record systems that the agency has added since publication of the 1977 Compilation, as of August 7, 1978.

Defense Security Assistance Agency

The Defense Security Assistance Agency (DSAA) has no systems of records which requires publication under the Privacy Act.

Defense Investigative Service

The Defense Investigative Service (DIS) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51425. There are no deletions of record systems from the agency's inventory, as of August 7, 1978. Published further below, in full text and in sequence order, under a separate Defense Investigative Service heading are those systems of records that the agency has added or amended since publication of the 1977 Compilation as of August 7, 1978.

Uniformed Services University of the Health Sciences

The Uniformed Services University of the Health Sciences (USUHS) Privacy Act Issuances—1977 Compilation, hereby incorporated by reference, was published in the Federal Register on September 28, 1977 at 42 FR 51437. There are no deletions of record systems from the USUHS inventory, as of August 7, 1978. Published further below, in full text and in sequence order, under a separate USUHS heading are those record systems that have been amended since publication of the 1977 Compilation, as of August 7, 1978.

Maurice W. Roche,
Director, Correspondence and Directives
Washington Headquarters Service
Department of Defense.

September 6, 1978.

UNITED STATES ARMY

AAFES0307.01

System name:

0307.01 Carpooling Program

System location:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Administrative Services Division, Headquarters Personnel Branch (AD-P), Dallas, TX 75222.

Categories of individuals covered by the system:

All HQ AAFES personnel who voluntarily participate in carpool program.

Categories of records in the system:

Name, duty address and phone number, hours of duty, residence address and phone number, and any other information necessary for carpool arrangements which may include map coordinates of home or nearby reference points, working hours, etc.

Authority for maintenance of the system:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Internal use: To assist HQ AAFES personnel who desire to form carpools.

External use: To the City of Dallas, TX for inclusion in its Ridesharing Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by employee name.

Safeguards:

Information is retained in file cabinets. Work and storage area is within a controlled building, access to which is limited to assigned personnel.

Retention and disposal:

Retained until such time as individual's employment with HQ AAFES is terminated, after which record is destroyed.

System manager(s) and address:

Director, Administrator Services Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, and duty phone number.

Personal visits may be made to the Administrative Services Division, HQ AAFES. Individual should be able to provide acceptable identification such as a valid driver's license.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

Record source categories:

Provided by individual interested in carpool program.

Systems exempted from certain provisions of the act:

None.

AAFES0406.12a

System name:

0406.12a Skills Bank File (Employee Skills Survey)

System location:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Dallas, TX; HQ AAFES-Europe; HQ AAFES-Pacific: HQ AAFES-Alaska; all regional offices; base and post exchange offices within the Army and the Air Force.

Categories of individuals covered by the system:

All AAFES regular full time (RFT) and regular part-time (RPT) hourly pay plan (HPP) employees and intermittent (regularly scheduled) employees.

Categories of records in the system:

Name, social security number (SSN), current job title, grade, duty phone, job location, date of Skills Survey (AAFES Form 1200-61), education/training courses completed, skills/experience acquired, skills used in daily work, and those identified as needed.

Authority for maintenance of the system:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To aid servicing personnel office in identifying and referring qualified employees for vacant positions. A skills bank for HQ AAFES employees is established/maintained from Employee Skills Survey, AAFES Form 1200-61. The completed forms are filed alphabetically by employee name.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by employee name.

Safeguards:

Files are maintained in locked file cabinets.

Retention and disposal:

Retained until such time as employee retires, resigns, or is otherwise separated, at which time record is destroyed. Upon employee's transfer to another AAFES location file is forwarded to gaining personnel office.

System manager(s) and address:

Director, Administrative Services Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, duty phone, and job location.

Personal visits may be made to the Administrative Services Division. Individuals should provide acceptable identification such as a valid driver's license.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

Record source categories:

Employee Skills Survey (AAFES Form 1200-61), submitted by eligible RFT and RPT HPP employees and intermittent (regularly scheduled) employees.

Systems exempted from certain provisions of the act:

None.

AAFES0406.12b

System name:

0406.12b Employee Career Development Plan File

System location:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Dallas, TX; HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska; all regional offices; base and post exchange offices within the Army and the Air Force.

Categories of individuals covered by the system:

All AAFES regular full time (RFT) and regular part-time (RPT) hourly pay plan (HPP) employees and intermittent (regularly scheduled) employees.

Categories of records in the system:

Name, social security number (SSN), current job title, grade, duty phone, job location, career goals as identified on AAFES Form 1200-62 and progress in achieving goals, career appraisals, and employee/supervisor comments.

Authority for maintenance of the system:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide HQ AAFES Personnel Branch (AD-P) a central reference of identifiable employees who have devised a career development plan, or who have attained eligiblity for referral consideration to vacant HPP positions. File also provides a source of information from which referral rosters of HPP employees for junior/middle management positions may be compiled.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by employee name.

Safeguards:

Files are maintained in locked file cabinets.

Retention and disposal:

Retained until such time as employee retires, resigns, or is otherwise separated, at which time record is destroyed. Upon employee's transfer to another AAFES location, file is forwarded to gaining personnel office.

System manager(s) and address:

Director, Administrative Services Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, duty phone and job location.

Personal visits may be made to the Administrative Services Division. Individuals should provide acceptable identification such as a valid driver's license.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

Record source categories:

Employee Career Development Plan (AAFES Form 1200-62), submitted by interested/eligible RFT and RPT HPP employees and intermittent (regularly scheduled) employees.

Systems exempted from certain provisions of the act:

None.

AAFES0702.22

System name:

0702.22 Check-Cashing Privileges Suspense Files Consolidation

System location:

HQ AAFES, Comptroller Division, Dallas, Texas 75222. In CONUS: AAFES Exchange Regions, Area Exchanges and Installation Exchanges. Overseas: HQ AAFES-Alaska, Anchorage, Alaska; HQ AAFES-Europe, Munich, Germany; HQ AAFES-Pacific, Honolulu, Hawaii, and Exchange Regions.

Categories of individuals covered by the system:

All eligible exchange customers and authorized patrons.

Categories of records in the system:

File contains alphanumeric: Customer name and social security number, amounts of checks not paid by bank and category (military, dependents, retirees, etc).

Authority for maintenance of the system:

Title 10 USC Sections 3012 and 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To ascertain if an individual's check cashing privileges have been suspended; to determine the number of checks and the amount thereof of unpaid dishonored checks held by a user; and to determine if an individual is eligible to encash a personal check.

The record is in the form of a listing of customer name or social security number at those locations where mechanical device is not available. Where a mechanical device is used the device will indicate eligibility to cash a check by displaying a colored light, and, on some devices, the installation number which last reported dishonored check activity, number and amount of unredeemed dishonored checks and code for present check cashing privilege if customer had previously been entered into the system.

Routine users also include personnel of the U.S. Coast Guard exchanges who have a need for the record in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disc and computer paper print-outs.

Retrievability:

By social security number

Safeguards:

Computer print-out usually covered by pressboard binder and is located in office accessible only by personnel authorized to cash checks. Computer discs maintained by Computer Processing Branch, Data Systems Division, HQ AAFES and work and storage area is controlled and limited to assigned personnel only.

Retention and disposal:

Listings are current until superseded. Upon being superseded the listing is mutilated and disposed of with other paper waste. Mechanized data are electronically purged upon supersession.

System manager(s) and address:

HQ AAFES, Comptroller Division, General Accounting Branch, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:

HQ AAFES

Comptroller Division, General Accounting Branch

Dallas, TX 75222

Telephone: Area Code 214/330-2631

Written requests for information should contain the full name of the individual, current address, and social security number. Personal visits may be made to HQ AAFES, exchange regions, or area exchanges.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, social security card, military identification card.

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, Comptroller Division, CM-G, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Checks cashed by customers and not paid by the bank; debt memos from banks advising of charges for checks unpaid; notification from other users or installation commanders of the suspension of check cashing privilege.

Systems exempted from certain provisions of the act:

None

AAFES1203.03

System name:

1203.03 Appointment of Contracting Officers

System location:

Procurement Management Office, Headquarters Army and Air Force Exchange Service (HQ AAFES); HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska; all regional offices within the Continental United States.

Categories of individuals covered by the system:

All civilian employees and/or military personnel assigned to AAFES who are appointed as contracting officers.

Categories of records in the system:

Name, social security number (SSN), job title and grade; qualifications, training and experience; request for appointment as contracting officer; copy of Certificate of Appointment, and other correspondence and documents relating to the individual's qualifications to act as a contracting officer.

Authority for maintenance of the system:

10 U.S.C. 5012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by AAFES contracting officer appointing authority to ascertain an individual's qualifications to be appointed as contracting officer, to determine if limitations on procurement authority are appropriate; and to complete the Certificate of Appointment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by employee name.

Safeguards:

Information is retained in filing cabinets. Both the working and storage areas are within a controlled building, the entrance to which is limited to personnel assigned to AAFES.

Retention and disposal:

Records in this system are retained only so long as individual's appointment as contracting officer is valid. Upon termination of this appointment, records are destroyed.

System manager(s) and address:

Director, Procurement Management Office, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:

HQ AAFES

ATTN: Procurement Management Office

Dallas, TX 75222

Telephone: Area Code 214/330-3761

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, ATTN: Procurement Management Office, Dallas, TX 75222.

Written requests for information should contain the full name of the individual and activity to which assigned.

Personal visits may be made to HQ AAFES, or to an AAFES regional office, as appropriate. Individual should provide acceptable identification such as a valid driver's license, military identification card, or SSN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

Record source categories:

The individual concerned, personnel records, former employers, educational institutions.

Systems exempted from certain provisions of the act:

None.

A0225.11fDAPC

System name:

225.11 Enlisted Year Group Management File/RETAIN

System location:

Department of the Army, United States (US) Army Military Personnel Center (DAPC-EP)

Categories of individuals covered by the system:

Active duty members of the US Army in enlisted grades of E1 thru E9 and former military personnel who are applicants for enlistment.

Categories of records in the system:

AUTOMATED: File contains control number, reclassification/ enlistment action, type of enlistment, social security number (SSN), pay grade, race, sex, basic active service date, estimated termination of service, reenlistment date, civilian education, career management field, primary military occupational specialty (PMOS), PMOS evaluation score, new career management file (CMF), new PMOS, date of award of new PMOS, source of new PMOS, personnel charged to school code, status of application, assignment code, date of last status change, current location, year group; name, Security Investigation Status (SIS), terms reenlisted.

MANUAL: File contains name, control number, reclassification/ enlistment action, type of enlistment, SSN, pay grade, race, sex, basic active service date, estimated termination of service, Armed Forces Qualification Test Score, civilian education, promotion list status, reenlistment bonus status, security clearance, marital status, reenlistment date, physical profile status with code, career counselor with location, pay entry basic date, current/last oversea area, date eligible to return from overseas, date departed United States, waiver required, citizenship status, aptitude area scores, school/assignments requested, assignment confirmation, orders information.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.
Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of the Army-Records are used for personnel management, year group management and manpower management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disk and as paper records in file folders.

Retrievability:

Normal access is by name, SSN, control number or other individual characteristics.

Safeguards:

Physical security devices, guards, computer hardware and software safeguard features and personnel clearances for individuals working with the system.

Retention and disposal:

Computer tapes are cut off annually, and are retained up to 5 years; hard copy files are cut off annually and retained up to 2 years.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from Headquarters, Department of the Army, US Army Military Personnel Center (DAPC-EP), Hoffman Bldg. 1, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Written requests for information should contain the full name of the requester, SSN, current or former military status and appropriate return address. Personal visits may be made to the US Army Military Personnel Center; individuals should be able to provide their military service identification and DD Form 2A for active duty personnel, or other commonly acceptable means of identification used in normal transaction of business.

Contesting record procedures:

The department rules for contesting contents and appealing initial determinations may be obtained from US Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from the applicant, Department of the Army personnel records, computer reports and from other Department of the Army organizations and stations.

Systems exempted from certain provisions of the act:

None

A0305.10aDACA

System name:

305.10 Joint Uniform Military Pay System-Active Army (JUMPS-AA)

System location:

Primary System-United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

Decentralized Segments-Approximately 122 Army Finance Offices and Finance and Accounting Offices (FAO) world-wide.

Categories of individuals covered by the system:

All active duty military personnel.

Categories of records in the system:

Records include individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders (FDRF), miscellaneous military pay files, and personal financial records (PFR).

Authority for maintenance of the system:

Title 37 U.S.C., Section 101 and following (Pay and Allowances of the Uniformed Services).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USAFAC-Purpose is to provide a basis for establishment of computation of each active member's military pay entitlement, to provide a history of pay transactions, and to answer inquiries or claims pertaining to such entitlements. This information is also used to provide necessary data to the Treasury Department, the Social Security Administration, the US Army Military Personnel Center, the Veterans Administration, those states and cities which have an agreement with the Department of the Army to receive taxable earnings information, the American Red Cross and the Department of Health, Education and Welfare.

Treasury Department-To record check and bond issue data and to record taxable earnings and taxes witheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act (FICA).

US Army Military Personnel Center (MILPERCEN): To compare military personnel identification with the Social Security Administration for purpose of correction and to compare and correct common data elements with USAFAC.

Veterans Administration: To record the collection of premiums for National Service Life Insurance and to transfer contributions to Post-Vietnam Era Veterans Education Account.

States and Cities: To verify tax liability against members' state and city income tax returns.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

Department of Health, Education and Welfare: Disclose the name, rank and social security account number of each member of the Armed Services on active duty to the Inspector General of that Department only for comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children (AFDC).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and in bulk storage, card files, computer magnetic tapes, computer paper printout, and microfiche.

Retrievability:

Filed by social security number, alphabetically by name, and substantiating document number. Conventional indexing is used to retrieve data.

Safeguards:

USAFAC-Buildings employ security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to the members' servicing finance and accounting officer. Computer equipment and files are located in a separate secured area.

World-Wide Finance and Accounting Offices-Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Individual military pay records- Records are converted to microfiche which are retained for 56 years. Destruction is by shredding.

Other records: Retention periods vary according to category of record but total retention periods do not exceed 56 years. Disposition is to federal records centers and destruction thereafter is by burning or salvage as waste paper.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Finance and Accounting Officer, United States Army Financing and Accounting Offices, world-wide.

Notification procedure:

Information may be obtained from:

Commander, USAFAC

Attention: FINCP

Indianapolis, IN 46249

Individuals may also contact Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Individual must provide full name, social security number and military status.

Record access procedures:

Requests from individuals should be addressed to: Commander, USAFAC, ATTN: FINCP, Indianapolis, IN 46249; or Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Written requests for information should also contain full name, social security number, military status and current address.

Information may be obtained by telephone: Area Code 317/542-2891

Contesting record procedures:

The Army's rules for access to records, contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

Record source categories:

Information is received from Department of Defense staff and field installations, Social Security Administration, Financing organizations, Treasury Department and automated system interface.

Systems exempted from certain provisions of the act:

None

A0501.08eUSACIDC

System name:

501.08e Informant Register

System location:

Primary System: Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements which exercise local administrative and technical control of informants; official mailing addresses are in the Department of Defense directory in the Appendix.

Categories of individuals covered by the system:

All individuals, civilian or military, who are utilized as informants by USACIDC elements. 'Casual' informants, persons who walk in on a one time basis, are not documented at HQ, USACIDC primary system.

Categories of records in the system:

Files contain cross indexed code numbers; name, race, military occupational specialty (MOS), sex, date and place of birth, home of record, educational level, area of utilization, civilian employment, handler, letters, vouchers, personal history, performance, citizenship, marital status, physical descriptions, criminal history, expertise, talents, actions taken and other related personal data.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Operations Directorate, HQ USACIDC, and the operational field elements of USACIDC: to monitor performance and reliability, to check the utilization of informants by subordinate USACIDC elements when the informant has been transferred, to maintain an accounting of expenditures connected with the informant, to answer Congressional inquiries concerning misuse or mistreatment of informants or those who claim they were not informants, and to document fear-of-life transfers for military personnel informants.

Information concerning USACIDC informants is provided to the below listed agencies, components, or bureaus for the purposes of criminal investigative liaison and enforcement of criminal laws, civil court or administrative action for the identification and correction of situations indicative of criminal activity, analyzing modus operandi, and detection of organized criminal activity:

Department of Defense staff and subordinate elements.

Department of the Army staff, major commands and subordinate elements.

Department of the Air Force staff, major commands and subordinate elements.

Department of the Navy staff, major commands and subordinate elements.

US Congress
US Immigration and Naturalization Bureau
Department of Justice
Federal Bureau of Investigation
National Security Agency
US Secret Service
US Marshal Service
US Postal Service
Department of the Treasury
Internal Revenue Service
Alcohol, Tobacco, and Firearms-Department of the Treasury
US Customs
US Department of State
Interpol
Central Intelligence Agency
Drug Enforcement Administration
Counsel of Governments, Washington, DC Metropolitan Area
Defense Supply Agency

Defense Investigative Service (DIS): in addition, limited data are supplied for use in the Defense Central Index of Investigations which is managed by DIS.

Naval Investigative Service
Office of Special Investigations
Civil Service Commission
Federal Aviation Administration
Department of Agriculture
Defense Communications Agency
Defense Security Agency
Defense Nuclear Agency
Law Enforcement Assistance Association
Federal Prison Service
US Coast Guard
US Department of Transportation
Social Security Administration
Selective Service Commission
US Department of Commerce
Food and Drug Administration
Agency for International Development
US Park Police
US Capitol Police
Executive Protective Services
US Department of Labor
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Trade Commission
General Accounting Office
General Services Administration
US Department of the Interior
Interstate Commerce Commission
Securities and Exchange Commission
Housing and Urban Development
US Marines
Defense Intelligence Agency

Defense Mapping Agency
Defense Security Assistance Agency
Defense Civil Preparedness Agency
Defense Advance Research Project
Defense Contract Audit Agency

Foreign nations under the provisions of Status of Forces Agreements, Treaties, or formal or informal executive agreements; or for purpose of criminal investigative liaison.

Various state and local criminal law enforcement units, departments, or agencies.

Criminal law enforcement means any activity pertaining to crime prevention, control, or reduction or enforcement of the criminal law, including, but not limited to, police effort to prevent, control, or reduce crime, or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies, activities of corrections, probation or parole authorities, and programs relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files and paper records in file folders.

Retrievability:

Records are retrieved by the individual's name, military occupational specialty (MOS), or code number.

Safeguards:

HQ USACIDC buildings employ security guards, files are stored in locked containers during non-duty hours and are accessible only by the Informant Register Officer and an alternate.

USACIDC subordinate elements generally maintain a 24 hour duty officer, store the files in locked containers during non-duty hours and permit access only by Field Office Commander and the individual informant handler.

Retention and disposal:

3 years, or permanent.

System manager(s) and address:

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Notification procedure:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike, Falls Church, VA 22041.

Record access procedures:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.

Written request for information should contain the full name of the individual, address, date of birth. Personal visits should be made to: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA, 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required for written requests.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER, ATTN: CIJA-RI.

Record source categories:

The military personnel records if the informant is in the military, or the civilian personnel records if the person is a civilian employee.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552 a (j) or (k), as applicable. For additional information, contact the System Manager.

A0508.04USACIDC

System name:

508.04 US Army Criminal Investigation Fund Vouchers.

System location:

Primary System: Comptroller, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements. Official mailing addresses are in the Department of Defense directory in the Appendix.

Categories of individuals covered by the system:

Any special agent of USACIDC or Military Police Investigator (MPI), US Army, who has made expenditures of or has requested reimbursement from USACIDC limitation, 015 contingency funds (described in Army Regulation (AR) 37-47).

Categories of records in the system:

Files contain the USACIDC special agent's or MPI's name, reason for such expenditure, grade, receipts, certificates of expenditure when receipts are unavailable, statements by persons as to the receipt of funds and/or reasons for such payment, or cash advances.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USACIDC personnel with a need to know: to maintain a proper accounting of the expenditure of USACIDC funds.

Department of the Army staff, major commands and subordinates with a need to know: to monitor the proper accounting of USACIDC funds.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by voucher number only at Headquarters (HQ) USACIDC. Filed by the individual's name at USACIDC subordinate levels.

Safeguards:

Subordinate USACIDC elements generally employ 24 hour duty officers and maintain the records in locked buildings. Access is limited to authorized personnel.

HQ USACIDC buildings employ security guards; records are maintained in locked rooms; and access is limited to authorized personnel.

Retention and disposal:

Clothing records are transferred with the USACIDC special agents.

Individual vouchers are destroyed 8 years after the last entry.

System manager(s) and address:

The Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041

Notification procedure:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

Record access procedures:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the individual's full name, address, and date of birth. Personal visits should be made to Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required in written requests.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER, ATTN: CIJA-RI.

Record source categories:

Special agent or MPI, informant, or other persons' statements pertaining to expenditures.

Systems exempted from certain provisions of the act:

None

A0508.07aUSACIDC

System name:

508.07 Criminal Investigation Accreditation Files

System location:

Primary System: Accreditation Division, Directorate of Personnel and Administration, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

Decentralized Segments: Crime Records Directorate, USACIDC, 2301 Chesapeake Avenue, Baltimore, MD 21222; Washington National Records Center, GSA, Suitland, MD.

Categories of individuals covered by the system:

Any person who makes an application to the USACIDC for acceptance into the USACIDC program as an apprentice special agent; for a warrant officer appointment in USACIDC; for USACIDC supervisor credentials; for the USACIDC officer specialty program; or for USACIDC laboratory technician credentials.

Categories of records in the system:

Files contain the individual's application to USACIDC, a statement of personal history, personal identifiers, photographs, fingerprint cards, qualifications record, biography, information pertaining to assignment capability or location, letters of recommendation, educational documents, character investigation data, reclassification orders, reassignment orders, commander's inquiry data, reports of investigation, reasons for withdrawal from the program, reason for denying the application, date of acceptance into the program, date appointed (if an officer or warrant officer), date of accreditation, badge number, credential number polygraph certificate number (if a certified polygraph examiner), agent sequence number, assignment, date assigned, marital status, and other data pertaining to the accreditation function, polygraph examiner performance and evaluation data, physical profile, date of last physical, assignment preference, humanitarian transfer restrictions, current job title, date current security clearance authorized, date of last background investigation; primary, secondary, tertiary foreign language capability, special qualifications, service agreement, spouse's place of birth and citizenship, agent's place of birth, agent's last ten assignments, agent's hobbies, and agent's private licenses.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Staff elements of USACIDC with a need-to-know: to determine an applicant's initial acceptance or non-acceptance into the USACIDC program, and if accepted the individual's continued eligibility, placement or standing within the USACIDC program.

U.S. Army Intelligence Security Command, for storage and utilization in determining security classifications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Alpha file: paper records in file folders.
Criminal Investigator Information Data Card: vertical card file.
Machine Punch Card System: vertical card file.
Automated data files are maintained on magnetic tapes.

Retrievability:

Alpha Card File, Criminal Information Card, and Machine Punch Card Systems are all retrievable by last name of the individual, agent Sequence number SSN, badge number, credential number and polygraph number.

Safeguards:

HQ USACIDC buildings employ security guards, material is stored in locked containers during non-duty hours, and is accessible only by authorized personnel.

Crime Records Directorate building employs security guards, data is stored within a locked wire enclosure, and is accessible only by authorized personnel.

Washington National Records Center: buildings employ security guards during non-duty hours, 24 hour intrusion alarms, and locked external doors, and is accessible only by authorized personnel.

Automated records are maintained in a building employing security guards, room and data are accessible only by authorized personnel.

Retention and disposal:

Alpha files; files of approved applicants are retained in the active file until the individual retires, is released from active duty, or is voluntarily or involuntarily removed from the USACIDC program; the file is placed in an inactive storage at HQ USACIDC for the remainder of that year plus two additional years; it is then transferred to the Washington National Records Center where it is stored for eight additional years and then destroyed; files of personnel not accepted into the USACIDC program are retained in inactive storage at HQ USACIDC for the remainder of that year plus one additional year and then destroyed.

Criminal Investigation Information Data Cards are maintained permanently.

Machine Punch Cards are maintained only during such time as the individual is currently in the USACIDC program and are destroyed upon cessation of that status.

Automated data on individuals are maintained while the individual is serving as an investigator and for 90 days after he or she leaves the program.

System manager(s) and address:

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

Notification procedure:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike, Falls Church, VA 22041

Record access procedures:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name of the individual, address, date of birth, and whether or not the individual has ever applied for the USACIDC program. Personal visits should be made to: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required for written requests.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sysmanager, ATTN: CIJA-RI.

Record source categories:

Previous or present employers, financial institutions, relatives and former spouses, officer master file and enlisted master file, MILPERCEN, educational institutions, trade or fraternal organizations, neighbors past and present, work associates, social acquaintances, churches, public records, current and past commanders, and other investigative departments both within and without the Department of the Army and the Federal Government.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

A0508.11aUSACIDC

System name:

508.11 Criminal Investigation and Crime Laboratory Files

System location:

Primary System: Crimes Record Directorate, United States (US) Army Criminal Investigation Command (USACIDC), 2301 Chesapeake Avenue, Baltimore, MD 21222.

Decentralized Segments: Headquarters (HQ), USACIDC and all USACIDC subordinate elements, official mailing addresses are in the Department of Defense directory in the Appendix. Defense Investigative Service, Ft Holabird, MD, automated index to drug offenders in case files and automated suspense index on the disposition of offenders in case files.

Categories of individuals covered by the system:

Any individual, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and/or personnel.

Categories of records in the system:

Files contain names, social security numbers, rank, units, location, date and place of birth, physical descriptions, chronology of events, Action Officer's activity summary, letters, messages, notes; reports of investigation containing witness statements, subject statements, agents statements, laboratory reports, documentary evidence, polygraph examination reports, physical evidence, summary data and administrative data pertaining to the preparation and distribution of the report; basis for the action (allegations), Serious and Sensitive Incident reports, talking papers, fact sheets, aliases, descriptions, modus operandi, and other investigative information from Federal, State, and local investigative agencies and departments. Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, the report number which allows access to the files noted above; agencies, firms, Department of the Army (DA), and Department of Defense (DOD) organizations which were the subjects or victims of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files, witness identification date.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

HQ USACIDC and all USACIDC subordinate elements: to accomplish the USACIDC investigative duties assigned by the DA, to include criminal investigations and crime prevention activities; to accomplish various management functions such as case analysis, statistical compilations, quality control, review to insure that the completed investigations are legally sufficient, and overall improvement in techniques, training and professionalization.

Information concerning criminal or possible criminal activity is provided to the below listed agencies, components, or bureaus for the purposes of criminal investigative liaison and enforcement of criminal laws, civil court or administrative action for the identification and correction of situations indicative of criminal activity, analyzing modus operandi, and detection of organized criminal activity:

DOD staff and subordinate elements.
DA Staff, major commands and subordinate elements.
Department of the Air Force Staff, major commands and subordinate elements.
Department of the Navy Staff, major commands and subordinate elements.
United States Congress
US Immigration and Naturalization
Department of Justice
Federal Bureau of Investigation
National Security Agency
US Secret Service
US Marshal Service
US Postal Service
Department of the Treasury
Internal Revenue Service
Alcohol, Tobacco, and Firearms-Department of the Treasury
US Customs
US Department of State
Interpol
Central Intelligence Agency
Drug Enforcement Administration
Counsel of Governments, Washington, DC Metropolitan Area.
Defense Supply Agency
Defense Investigative Service (DIS): in addition, limited data are supplied for use in the Defense Central Index of Investigations which is managed by DIS.
Naval Investigative Service
Office of Special Investigations
Civil Service Commission
Federal Aviation Administration
Department of Agriculture
Defense Communications Agency
Defense Security Agency
Defense Nuclear Agency
Law Enforcement Assistance Association
Federal Prison Service
US Coast Guard
US Department of Transportation
Social Security Administration
Selective Service Commission
US Department of Commerce
Food and Drug Administration
Agency for International Development
US Park Police
US Capitol Police
Executive Protective Services
US Department of Labor
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Trade Commission
Government Accounting Office
Government Services Administration
US Department of the Interior
Interstate Commerce Commission
Securities and Exchange Commission
Military Transportation Major Command
Housing and Urban Development
Drug and Alcohol Abuse Directive
US Marines
Defense Intelligence Agency
Defense Mapping Agency
Defense Security Assistance Agency
Defense Civil Preparedness Agency
Defense Advance Research Projects
Defense Contract Audit Agency,
Veterans Administration,

Foreign nations under the provisions of Status of Forces Agreements, Treaties, or formal or informal executive agreements; or for purpose of criminal investigative liaison.

Various State and local criminal law enforcement units, departments, or agencies.

Criminal law enforcement means any activity pertaining to crime prevention, control, or reduction or enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime, or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies, activities of corrections, probation or parole authorities, and programs relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders
Card files and indexes
Automated indexes

Retrievability:

Information is retrievable by reference to the name of the individual or other identifier.

Safeguards:

Crime Records Directorate buildings employ security guards, locked wire enclosures, and access is limited to authorized personnel.

HQ USACIDC buildings employ security guards, information is stored in locked containers or rooms during non-duty hours, and access is limited to authorized personnel.

Subordinate elements of USACIDC buildings generally employ 24 hour duty officers, store the information in locked containers or rooms, and access is limited to authorized personnel.

Defense Investigative Service: buildings employ security guards, automated system is within a controlled access area, and data are accessible only by authorized personnel.

Retention and disposal:

40 years

Laboratory reports at the USACIDC laboratory level are destroyed after three years.

USACIDC subordinate elements, other than the laboratories and Crime Records Directorate, retain case files for periods ranging from 1 to 5 years depending on the level of such unit and the data involved.

System manager(s) and address:

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

Notification procedure:

Information may be obtained from:

Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

Record access procedures:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.

Written requests for information should contain the full name, address, and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sysmanager, ATTN: CIJA-RI.

Record source categories:

Suspects, witnesses, victims, USACIDC special agents and other personnel, informants; various DOD, Federal, State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information contact SYSMANAGER.

A0508.11bUSACIDC

System name:

508.11b Criminal Information Reports and Cross Index Card Files

System location:

Primary System Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements, official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Army systems notice.

Categories of individuals covered by the system:

Any individual, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and/or personnel.

Categories of records in the system:

Files contain names, social security numbers, rank, units, location, date and place of birth, physical descriptions, chronology of events, action, officer's activity summary, letters, messages, notes; reports of investigation containing witness statements, subject statements, agents statements, laboratory reports, documentary evidence, polygraph examination reports, physical evidence, summary data and administrative data pertaining to the preparation and distribution of the report; basis for the action (allegation), Serious and Sensitive Incident reports, talking papers, fact sheets, aliases, descriptions, modus operandi, and other investigative information from Federal, State, and local investigative agencies and departments. Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, the report number which allows access to the files noted above; agencies, firms, Department of the Army (DA), and Department of Defense (DOD) organizations which were the subjects of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To afford index to criminal information case files that are not indexed in Defense Central Index of Investigations (DCII). These records are utilized to develop investigative leads during the conduct of ongoing Army criminal investigations. This data is released only for US Army Criminal Investigation Division (CID) and Military Police (MP) investigative purposes. Statistics generated by this data are also utilized as a management tool to determine crime trends, frequency and rates. In the event that information maintained in this system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file and paper records in file folders.

Retrievability:

Retrievable by name, file number and the field assigned criminal information report number.

Safeguards:

HQ USACIDC buildings employ security guards, information is stored in locked containers during non-duty hours and access is limited to authorized personnel. Buildings of subordinate elements of USACIDC generally employ 24 hour duty officers, store the information in locked containers and access is limited to authorized personnel.

Retention and disposal:

Permanent, 40 years

System manager(s) and address:

Commander, U.S. Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

Notification procedure:

Information may be obtained from:

Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

Record access procedures:

Requests from individuals should be addressed to : Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name, address and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate - Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Suspects, witnesses, victims, informants, USACIDC special agents and other personnel; various Department of Defense, Federal, State and local investigative agencies; department or agencies of foreign governments; and any other individual or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552 a(j) or (k) as applicable. For additional information, contact the Systems Manager.

A0508.11cUSACIDC

System name:

508.11c Special Agent Evaluation Files

System location:

Primary System: Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized segments USACIDC subordinate elements which exercise local administrative and technical control of special agents; official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Army systems notice.

Categories of individuals covered by the system:

All USACIDC Special Agents, Warrant Officer and enlisted, who prepare USACIDC reports of investigation (ROI's).

Categories of records in the system:

Files contain special agent's name and sequence number; investigative history; e.g., primary or secondary agent, or whether the special agent inherited the case; office of assignment; year of the report of

investigation; ROI number; type of ROI; offense codes for the ROI; the number of days the ROI covered; determination of whether or not the number of days the ROI covered was justified; name of the field office reviewer; name of the field office approver; disposition status of the ROI; location of the incident; i.e., on post, off post or combination; determination of case difficulty; determination of the special agent's investigative effort; type of administrative deficiencies, if any; and type of investigative deficiencies, if any.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel of HQ USACIDC and all USACIDC subordinate elements with an official need-to-know, to accomplish various management functions such as statistical compilations, quality control, and special agent investigative and administative evaluations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and computer paper printouts.

Retrievability:

Information is retrievable by the name of the individual or other identifier.

Safeguards:

HQ USACIDC buildings employ security guards, information is stored in locked containers or rooms during non-duty hours and access is limited to authorized personnel. Buildings of subordinate elements of USACIDC generally employ 24 hour duty officers, store the information in locked containers or rooms, and access is limited to authorized personnel.

Retention and disposal:

Files are retained for an indefinite period, as the disposition policy has not yet been determined.

System manager(s) and address:

Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

Notification procedure:

Information may be obtained from:

Commander
USACIDC
ATTN: Dir Opns
5611 Columbia Pike
Falls Church, VA 22041

Record access procedures:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: Dir, Opns, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name, address, and date of birth. Personnel visits should be made to: Director of Operations, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

Record source categories:

The completed ROI, with all attachments and inclosures, and the objective and subjective analysis by the reviewers.

Systems exempted from certain provisions of the act:

None

A0508.25aUSACIDC

System name:

508.25a Index to Criminal Investigative Case Files

System location:

Criminal Records Directorate, United States (US) Army Criminal Investigation Command (USACIDC), 2301 Chesapeake Avenue, Baltimore, MD 21222.

Categories of individuals covered by the system:

Any individual, civilian or military, involved or suspected of being involved in criminal activity affecting the US Army's interests, property, and/or personnel.

Categories of records in the system:

Indices contain codes for type of crime and location of investigation, year, date of crime, names and personnel identifiers of offenders and victims of crime and report number.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To afford index to Criminal Investigation Case Files and Military Police (MP) Reporting Files that are not indexed by any other activity. These records are utilized to develop investigative leads during the conduct of ongoing Army criminal investigations. These data are released only for US Army CID and MP investigative purposes. Statistics generated by these data are also utilized as a management tool to determine crime trends, frequency and rates. In the event that information maintained in this system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper card size 3x5 and computer punch cards.

Retrievability:

By name of offender, suspect or victim.

Safeguards:

Contained in a secure area; protected by a locked wire inclosure under 24 hour guard. Access to the files area is controlled through a photograph/badge ID System. No visitors are authorized access to the area, except under escort; files do not afford 'For Official Use Only' protection and release of information data is recorded on a permanent log.

Retention and disposal: Permanent; 40 years.

System manager(s) and address:

Commander, USACIDC, Crime Records Directorate, 5611 Columbia Pike, Falls Church, VA 22041.

Notification procedure:

Information may be obtained from:

Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

Record access procedures:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.

Written requests for information should contain the full name, address, and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate - Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written request.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Suspects, victims, USACIDC special agents and other personnel, informants; various Department of Defense, Federal, State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a(j) or (k) as applicable. For additional information, contact the System Manager.

A0509.19aDAPE

System name:

509.19a Military Police Investigator Certification Files

System location:

Primary System: Record files pertaining to individual certification actions are maintained at US Army Military Personnel Center (DAPC-EPM-L), 200 Stovall Street, Alexandria, Virginia 22332.

Decentralized copies: Correspondence relating to certification is maintained at the installation initiating request and at respective major Army commands. Official mailing addresses are in the Department of Defense (DOD) directory in the appendix.

Categories of individuals covered by the system:

Any individual who has been nominated by a commander for certification as a Military Police Investigator.

Categories of records in the system:

Files contain: requests, name checks, background checks, approvals, disapprovals, appeals, rebuttals, and related documents.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected to establish eligibility and suitability of individuals to be certified as Military Police Investigators. Information is not disclosed outside of the agency, and within the agency access to records containing adverse suitability information is restricted by use of protective markings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder and card indexes.

Retrievability:

Filed alphabetically by name.

Safeguards:

Building employs security guards and controls access. Distribution and access to files based on strict need-to-know. Files contained in locked cabinets when not under personal supervision of authorized personnel.

Retention and disposal:

Destroyed upon individual's release from active service or 3 years after involuntary withdrawal of certification.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Requests should be addressed to Deputy Chief of Staff for Personnel, HQDA, (DAPE-HRE) Washington, DC 20310

Record access procedures:

Requests should be addressed to Commander, US Army Military Personnel Center (DAPC-EPM-L), 200 Stovall St., Alexandria, VA 22332

Contesting record procedures:

Requests should be addressed to Deputy Chief of Staff for Personnel, HQDA, (DAPE-HRE), Washingotn, DC 20310

Record source categories:

Subjects, witnesses, victims, Military Police and United States Army Criminal Investigations Command personnel and agents, informants, various DOD, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the SYSMANAGER.

A0609.01aDASG

System name:

609.01 Individual Radiation Protection Files

System location:

Primary System - Army installations/activities which possess, use, or store radiation producing devices or radioactive materials.

Decentralized Segment - Nucleonics Section, Quality Assurance Division, Lexington Blue Grass Depot Activity, Lexington, KY.

Categories of individuals covered by the system:

All Army personnel, civilian and military, occupationally exposed to hazards of ionizing radiation and occasionally exposed and monitored visitors.

Categories of records in the system:

Installation personnel and Radiation Protection Committee files contain documents, DD Forms 1952, DD Forms 1141, DA Forms 3484, exposed dosimetry film, and related papers reflecting the training, experience, and certification of individual radiation workers to handle specific sources of ionizing radiation; summary listings of certified individuals; external exposures to ionizing radiation, including personnel dosimetry results and reports of film badge readings; and internal exposures to radioactive materials, including analysis of biological specimens and whole-body counts.

Lexington Blue Grass Depot Activity automated dosimetry file contains data elements reflecting individual name, social security number, film badge number, coded cross-reference to place of assignment at time of exposure, from-to dates of exposure and radiation dose, cumulative quarterly, annual and life-time dose, type of measuring device, and coded cross-reference to qualifying data regarding exposure readings.

Authority for maintenance of the system:

10 CFR 35; 10 CFR 20; Title 44 U.S.C., Section 3101; Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To insure individual qualifications to handle radioactive materials; to monitor, evaluate, and control the risks of individual exposures to ionizing radiation or radioactive materials by comparison of both current (short-term) and long-term exposures; to provide radiation data to other Federal agencies, academic institutions, and non-governmental agencies, such as the National Council on Radiation Protection and Measurement and the National Research Council, authorized to conduct radiation research, evaluation, and monitorship.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, film packets, magnetic tape/disk.

Retrievability:

Filed alphabetically by name; automated data retrievable by name, social security number, or automatic data processing parameters.

Safeguards:

Buildings employs security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained; access to computer operations room is controlled by card key system, which requires positive identification and authorization.

Retention and disposal:

Certified user listing files - Retained 5 years after reassignment, transfer or separation of individual.

Personnel Dosimetry files - Permanent. Processed film indicating normal exposure is retained 5 years after evaluation and recorded on permanent records.

Personnel Bioassay files - Permanent medical records.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by written request to:

HQDA (DASG-PSP)

Room 2D453

The Pentagon

Washington, DC 20310

Record access procedures:

Requests should be addressed to: Office of The Surgeon General, HQDA (DASG-PSP), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number will be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for contesting content and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Monitored individuals and exposed dosimetry film.

Systems exempted from certain provisions of the act:

None

A0702.08aDASG

System name:

702.08 Army Medical Procurement Applicant Files

System location:

Primary System: Procurement Division, Army Medical Department (AMEDD) Personnel Support Agency, Headquarters, Department of the Army (HQDA) (SGPE-PD), Forrestal Building, Washington, DC, 20314.

Decentralized Segments: AMEDD Procurement Counselor Field Offices in the following locations: Cutler Army Hospital, Ft. Devens, MA 01433; US Post Office Building, 135 High St., Hartford, CT 06103; Room 1271, Federal Building, 100 South Clinton St., Syracuse, NY 13202; 160 North Franklin St., Hempstead, NY 11550; Building 5515, Room 309 and 316, Ft. Dix, NJ 08640; Federal Office Building, 1000 Liberty Avenue, Pittsburgh, PA 15222; Forest Glen Section, Walter Reed Army Medical Center, Washington, DC 20012; Federal Office Building, 400 North 8th St., Richmond, VA 23240; 3555 Maguire Blvd., Bennington Building, Suite 250, Orlando, FL 32803; Federal Building, 310 New Bern Avenue, Suite 310, Post Office Box 27524, Raleigh, NC 27611; 200 East Liberty St., Ann Arbor, MI 48107; Building 67, Columbus Support Facility, 530 Buckingham St., Columbus, OH 43215; HQ US Army Forces Command, Ft. McPherson, GA 30330; Building 142, Room 345, Ft. Sheridan, IL 60037; 144 Elk Place, Suite 1504, New Orleans, LA 70112; Federal Office Building, 515 Rusk Ave., Room 5122, Houston, TX 77002; Brooke Army Medical Center, ATTN: AFZG-MDZ-PP, Ft. Sam Houston, TX 78234; Federal Office Building, 1100 Commerce Street, Dallas, TX 75202; US Army Recruiting Main Station, 12th & Spruce Streets, St. Louis, MO 63102; US Army Medical Department Activity, Building 268 (Dodge Hall), Ft. Leavenworth, KS 66027; American Red Cross Building, Box 327, Fitzsimons Army Medical Center, Denver, CO 80240; Building 5, Ft. Douglas, UT 84110; Building 138, Room 116, Naval Support Activity (Sand Point), Seattle, WA 98115; Building 654, Presidio of San Francisco, San Francisco, CA 94129; 1600 N. Broadway, Suite 210, Santa Ana, CA 92706; US Army Medical Command, Europe, APO New York 09102; Tripler Army Medical Center, ATTN: HSCT-PD-P, TAMC, Hawaii 96859.

Categories of individuals covered by the system:

Potential applicants and applicants for the AMEDD procurement programs, to include applicants for appointment in the Regular Army and US Army Reserve.

Categories of records in the system:

Interview sheets; counselor evaluations; letters of recommendation; selection/ nonselection letters; Special Orders; all correspondence to and from applicant; correspondence received concerning applicant; Selection Board/Committee results; Statement of Interests; Objectives and Motivation; US Army Reserve Components Personnel and Administration Center Transcript; Officer Procurement Data System coding Sheet.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3012 and 4301, and Executive Order 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Procurement Division: To evaluate an applicant's acceptability and potential for appointment in a component of the AMEDD, to evaluate qualifications for assignment to various career areas; to determine educational and experience background for award of constructive service credit; to determine dates of service and seniority; to document service agreement with the US Army; to provide statistical information for effective management of the AMEDD Personnel Procurement Program.

AMEDD Procurement Counselor Field Offices: To assist applicants in completion of their applications; to counsel applicants in their potential for selection for procurement programs and/or for appointment in the AMEDD.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders. Selected items of information are on computer paper printouts, magnetic tapes, computer punch cards, and control cards.

Retrievability:

File folders and control cards are filed alphabetically by last name of applicant. Computer printouts are printed alphabetically and by program code/social security number (SSN), by program and/or by special category. Individual records on magnetic tape are retrieved by program code and SSN. Computer punch cards are filed alphabetically by program code/SSN, and/or by special category.

Safeguards:

File folders, control cards, computer paper printouts and computer punch cards are maintained in areas accessible only to authorized personnel. Magnetic tapes are protected by a user identification and password convention.

Retention and disposal:

File folders and control cards are maintained until the end of the year in which all actions pertaining to the individual are completed, plus one year, and destroyed. Computer paper printouts and computer punch cards are destroyed upon replacement by updated information and/or until applicable cyclical program is completed and printouts/punch cards are of no further value, whichever is later. Magnetic tapes are permanent.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:

Commander, AMEDD Personnel Support Agency
Officer Procurement Division
Room 7BO54, Forrestal Building
Washington, DC 20314
Telephone: 202/693-5120

Record access procedures:

Requests should be addressed to: HQDA (SGPE-PD), Forrestal Building, Room 7BO54, Washington, DC 20314.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Commander, AMEDD Personnel Support Agency.

Record source categories:

Transcripts from post secondary schools; employer evaluations; faculty evaluations; AMEDD counselor evaluations; interviews; military supervisor evaluations; medical information from medical examination facilities; American Testing Program; Educational Testing Service; Selection Board/committees; prior military service records; Department of Defense (DD) Form 214 (Report of Separation from Active Duty); application and related forms from individual.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a, Section (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

A0704.06bTRADOC

System name:

704.06b Army Reserve Officers' Training Corps (ROTC) LEADS Referral Card System

System location:

Primary System - LCS Industries, 10 Pelham Parkway, Pelham Manor, NY 10803.

Decentralized Segments - Ayer Direct, 1345 Avenue of the Americas, New York, NY 10019; Office of the Deputy Chief of Staff for ROTC (ODCSROTC), Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC), Ft Monroe, VA 23651; United States (US) Army ROTC Region (ROTCR) HQ, and ROTC Instructor Group Staffs.

Categories of individuals covered by the system:

Any US citizen who can reasonably be assumed to be a potential enrollee in the Senior ROTC (SROTC) program.

Categories of records in the system:

System contains individual names, addresses, telephone numbers, social security numbers, high school graduation dates, colleges planning to attend, and enrollment information following recruitment follow-up actions.

Authority for maintenance of the system:

Title 10 U.S.C., Chapter 103, Section 2101-2111.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

LCS Industries - To establish and maintain a central computerized master file of prospective SROTC enrollees; to generate SROTC prospect LEADS cards and recruitment management information reports.

ROTC Instructor Group Staffs - To recruit individual SROTC prospects for possible enrollment and to maintain a future reference and follow-up suspense file of prospective enrollees.

HQ, TRADOC; HQ, ROTC; and Ayer Direct - To analyze SROTC advertising program effectiveness and recruitment activitites.

United States Army Recruiting Command (USAREC); United States Army Reserve (USAR); and Army National Guard (ARNG) - To recruit individual prospects for enlistment purposes when the individual has specifically requested transfer of his/her name from the SROTC prospect file to the USAREC, USAR, or ARNG.

Admissions/Registrars Offices - To provide prospective enrollees who have indicated a desire to attend a particular host or cross-enrolled institution with catalogs or other information concerning that school.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

LCS Industries stores information on magnetic tape and magnetic disk in a film library secured by a controlled access roster.

Ayer Direct stores computer print-outs in standard file containers.

HQ, TRADOC and ROTCR store computer print-outs in standard file containers.

ROTC Instructor Groupd Staffs store LEADS cards in file folders or in standard card index files.

Admissions/Resistrars Offices store individual referral data in standard file containers.

Retrievability:

LCS Industires - Filed alphabetically by last name of prospect and by ROTCR.

HQ, TRADOC, ROTCR, and Ayer Direct - Print-out reports are alphabetized by last name of prospect and by ROTCR. Reports are filed chronologically by month.

ROTC Instructor Group Staffs - LEADS cards are filed alphabetically by last name of prospect.

Admissions/Registrars Offices - Filed alphabetically by last name of prospect.

Safeguards:

LCS Industries - Building and offices are locked in the evening. Keys are controlled. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Ayer Direct - Building employs security guard. Employees carry passes. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

HQ, TRADOC and ROTCR - Buildings are located on military reservations. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

ROTC Instructor Group Staffs and Admissions/Registrars Offices - Buildings are located on college campuses guarded by college security officials. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

LCS Industries - Records are retained in active file until the end of the fiscal year in which the data is recieved, held in an inactive file until expiration of contract.

Ayer Direct - Records are retained in an active file for up to two years and then destroyed.

HQ, TRADOC and HQ, ROTCR - Records are retained in an active file for up to two years and then destroyed.

ROTC Instructor Group Staffs and Admissions/Registrars Offices - Records are retained for as long as it is deemed necessary for appropriate follow-up action and then destroyed.

System manager(s) and address:

The Deputy Chief of Staff for ROTC, Headquarters, United States Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from:

HQ, TRADOC

ODCSROTC (ATRO-AM)

Ft Monroe, VA 23651

Telephone: Area Code 804/727-3077

Record access procedures:

Request from individuals should be addressed to: Headquarters, United States Army Training and Doctrine Command, Office of the Deputy Chief of Staff for ROTC (ATRO-AM), Ft Monroe, VA 23651.

Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to the Office of the Deputy Chief of Staff for ROTC, HQ, TRADOC (ATRO-AM), Ft Monroe, VA 23651.

For personal visits, the individual should be able to provide some acceptable identification; e.g., driver's license or employing office's identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Magazine, newspaper, and poster advertising coupons; mailback reply cards; letters; walk-ins; referrals from parents, relatives, counselors, teachers, coaches, friends, associates, college registrars, dormitory directors, national testing organizations, honor societies, Boys' Clubs, Boy Scout organizations, Future Farmers of America, minority and civil rights organizations, fraternal and chruch organizations, neighborhood youth centers, YMCA, YWCA, social clubs, athletic clubs, Boy's State/Boys' Nation, scholarship organizations, previous employers, trade organizations and other agencies and commands within the Department of Defense.

Systems exempted from certain provisions of the act:

None

A0704.10bMEPCOM

System name:

704.10 ASVAB Institutional Test Scoring and Reporting System

System location:

Primary System: Plans/Program/Test Scoring Division, Testing Directorate, United States Military Enlistment Processing Command (MEPCOM), FT. Sheridan, IL 60037.

Decentralized Segments: Armed Forces Examining and Entrance Stations (AFEES); participating school systems; state departments of education/testing agencies; Air Force Human Resources Laboratory, Brooks Air Force Base, TX 78236; Defense Manpower Data Center, Monterey, CA 93940; all service recruiters/recruiting commands.

Categories of individuals covered by the system:

High School, job corps, college, and other students who have been administered the institutional version of the Armed Services Vocational Aptitude Battery (ASVAB).

Categories of records in the system:

File contains individual's name, social security number (SSN), address, telephone number, date of birth, sex, ethnic group identification, grade, booklet number of ASVAB test, individual's plans after graduation, and individual item responses to each of the 12 ASVAB tests.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101; Title 10 U.S.C., Sections 133 and 3012.

Executive Order 9397, 'Numbering Systems for Federal Accounts Relating to Individual Personnel.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Plans/Program/Test Scoring: To compute and furnish test score products for career/vocational guidance and group assessment of aptitude test performance; for research use by selected government contractors.

Armed Forces Examining and Entrance Stations: To establish eligibility for enlistment and verify enlistment and placement scores and retest eligibility.

School Systems: For vocational/career counseling, curriculum planning, and group assessment.

Air Force Human Resources Laboratory: For future test development, test validation, and related statistical purposes.

Defense Manpower Data Center: For marketing evaluation, assessment of manpower trends, and characteristics.

Recruiters/Recruiting Commands: For recruitment, enlistment, and placement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Plans/Program/Test Scoring Division: Microfiche, optical mark sense cards, and computer magnetic tapes.
AFEES: Microfiche.
School Systems: Computer paper printout and magnetic tapes.
Air Force Human Resources Laboratory: Magnetic tapes.
Defense Manpower Data Center: Magnetic tapes.
Recruiter/Recruiting Commands: Computer paper printout and cards.

Retrievability:

Data are first accessed by date tested, then by high school name, and then alphabetically by student name.

Safeguards:

Records are maintained in areas (locked rooms or filing cabinets) accessible only to authorized personnel who are properly screened, cleared, and trained in accordance with governing regulations. Magnetic tapes are protected by user identification and manual controls.

Retention and disposal:

Plans/Program/Test Scoring Division: Primary records (mark sense data cards) are retained 4 months after which they are destroyed. Magnetic tapes are retained for 1 year; microfiche retained for 2 years. Research data retained by contractors for more than 2 years require segregation of personal identifying information and test score data, with analyses performed using only summary statistics.
AFEES: Records retained for 2 years after which they are destroyed.
School Systems: Records released to students; counselors retain scores with student master records.
Air Force Human Resources Laboratory: Records are retained indefinitely or as long as the system is operational. Files maintained after 2 years are purged to delete each student's personal identifying information.
Defense Manpower Data Center: Data maintained for 2 years, at which time personal identifying information is erased from this system.
Recruiter/Recruiting Commands: Records are maintained for 2 years from date ASVAB are administered, then destroyed.

System manager(s) and address:

Commander, United States Military Enlistment Processing Command, Ft. Sheridan, IL 60037.

Notification procedure:

Information may be obtained from:
Commander
United States Military Enlistment Processing Command
Testing Directorate
Ft. Sheridan, IL 60037 Telephone: Area Code 312/926-2366

Record access procedures:

Requests from individuals should be addressed to Commander, United States Military Enlistment Processing Command, Testing Directorate, Ft. Sheridan, IL 60037.
Written requests for information should contain the correct name and full address of the high school, date tested, full name of individual tested, SSN, and address at the time of testing.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Students who are tested with ASVAB.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a(k)(6). For additional information contact the SYSMANAGER.

A0715.01aDAPC

System name:

715.01 Personnel Data Card

System location:

Decentralized: Each active Army unit furnishing personnel and strength data to the Department of the Army (DA).

Categories of individuals covered by the system:

Active duty members of the United States Army (Commissioned, warrant, and enlisted service members).

Categories of records in the system:

File contains a personnel data form (DA Form 2475-2) which includes organization, unit, station, name, social security number (SSN), grade and pay group, blood type, duty assignment, duty phone local address, local phone number, name and address of next-of-kin, home of record, place of birth, awards, military occupational specialty evaluation data, and the unit commander's grade and name. File is augmented by change reports transmitted to higher echelons of the Army to support automated data stored on computer magnetic tapes and discs.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Active Army reporting unit: To account for and maintain data relating to each assigned and/or attached active military person under the military jurisdiction of the company/detachment/Army element for use in personnel management; to support the accounting of and reporting function incident to the maintenance of the Officer Master File (OMF)/ Enlisted Master File (EMF), the Military Personnel Records Jacket file (MPRJ), and the Official Military Personnel File (OMPF).
Department of the Army commands/organizations/elements and staff agencies: To perform relevant military functions/requirements/ action consistent with their respective mission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by name.

Safeguards:

Records filed in areas accessible only to authorized personnel who are trained, cleared, and assigned the functional duty of unit level personnel administration.

Retention and disposal:

Records are retained in the reporting unit for 8 years following the date of the last entry appearing on the individual personnel data card.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from the reporting unit of assignment/attachment of the individual concerned.

Record access procedures:

Request from individual should be addressed to the appropriate military unit.
Written requests for information should contain the full name, grade, service identification number, and unit of assignment/attachment.
Personal visits may be made to the unit of assignment; identification of visitors will be established by suitable military identification or other means normally accepted in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, Department of the Army, (DAPC-POO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Enlistment Record (Department of Defense (DD Form 4)); Report of Separation (DD Form 214) for reenlistees; Extention of enlistment (DA Form 1695); Special Orders issued by enlistment/reenlistment authorities; personal information furnished by the individual concerned; documents/records/reports/ forms originated within the reporting unit.

Systems exempted from certain provisions of the act:

None

A0715.06aDAPC

System name:

715.06a Field Military Personnel Information System - SIDPERS

System location:

Each Army installation and other organizational elements maintaining a segment of the Standard Installation/Division Personnel System (SIDPERS). The official mailing addresses are in the Department of Defense Directory in the Appendix.

Categories of individuals covered by the system:

All active Army military personnel and personnel attached from the National Guard or United States Army Reserve based upon local option.

Categories of records in the system:

The categories of information stored include: name, social security number (SSN), sex, race, citizenship, status, religious denomination, marital status, number of dependents, date of birth, physical profile, ethnic group, grade and date of rank, term of service for enlisted personnel, service agreement for non-regular officers, service data and dates, unit of assignment, military occupation specialty, additional skill identifiers, civilian military education level, language, assignment eligibility and availability and termination date thereof, security status, special pay and bonus, suspense termination date thereof, suspension of favorable personnel action indicator, Privacy Act disputed record indicator.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army: Records are used for personnel management, strength accounting, and manpower management.

Department of Defense: Records are used for interdepartmental actions and personnel management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disks and computer punch cards.

Retrievability:

Access is by SSN, name, or other individual identifying characteristics.

Safeguards:

Physical security devices, guards, computer hardware and software features, and personnel clearances for individuals working with the system.

Retention and disposal:

Records are destroyed 90 days after the individual is no longer active.

System manager(s) and address:

Commander, US Army Military Personnel Center, (USAMILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from the commander of the organization to which the service member is assigned.

Record access procedures:

Written requests for information should include the full name, service identification number, and current address. Visits should be made to the servicing military personnel office (MILPO) or headquarters of the organization/station of the service member.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained in documented and other computer readable form from other Department of Army organizations/stations and other federal agencies.

Systems exempted from certain provisions of the act:

None

A0715.07cUSFK

System name:

715.07 Command Unique Personnel Information Data System (CUPIDS)

System location:

Primary System: Office of the Assistant Chief of Staff, Personnel Directorate (J1), Headquarters (HQ) United Nations Command (UNC)/United States (US) Forces, Korea (USFK)/Eighth US Army (EUSA), ATTN: AJ-PER-DM, Army Post Office San Francisco (APO SF) 96301.

Decentralized Segments: US Army Yongsan Data Processing Center Korea, APO SF 96301; HQ UNC/USFK/EUSA, ATTN: PMJ-O, APO SF 96301; HQ UNC/USFK/EUSA, ATTN: DJ-SP, APO SF 96301; and HQ UNC/USFK/EUSA, ATTN: GCT, APO SF 96301.

Categories of individuals covered by the system:

All members of UNC/USFK/EUSA who are authorized duty-free privileges in the Republic of Korea (ROK) as well as US Embassy personnel, contract personnel, technical representatives, and authorized potential noncombatant evacuees living in the ROK.

Categories of records in the system:

The CUPIDS data base includes the individual's name, social security number (SSN), date and place of birth, sex, rotation date, citizenship, passport number, date arrived in the ROK, previous tours in the ROK, service component, pay grade/position status, marital status, dependent status, and religion. The following dependent information is maintained: spouse's name, date and place of birth, date arrived in the ROK, passport number, citizenship, sex, date and place of marriage, local address, and religion. Applicable information is extracted from this central data base to provide a noncombatant report, contractor and technical representative listing, religious preference listing, and dependent information roster.

An individual purchase record is maintained for those personnel authorized duty-free privileges. It consists of a record of exchange catalog sales and purchases made by authorized shoppers in the exchange system, Class VI stores, and commissaries in the ROK.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301 and the Status of Forces Agreement, United States of America (USA) and the ROK.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record the number and location of contractor and technical representatives in the ROK for reporting to the Korean Government in accordance with the USA-ROK Status of Forces Agreement.

Identify and locate noncombatant evacuees in case of emergency. Provide Department of Defense (DOD) information pertaining to the number of dependents in the ROK.

Obtain a religious profile to determine a realistic distribution of Chaplain assets throughout the command.

Produce list of suspected violators of the ration control authorizations set for retail facilities in the ROK. Produce a list of exchange catalog sales shipped into the ROK. Information is provided the Provost Marshal, US Army Criminal Investigation Command, US Department of State, Office of Special Investigation, Customs Officials, law enforcement authorities of the ROK and commanders for investigative action where appropriate and/or administrative or judicial disposition.

Provide listing of dependents in Korea to the Comptroller for verification of housing dollar authorizations.

Maintain file of selected controlled item purchases made in retail facilities.

Provide management data pertaining to expenditures by grade and family size. This information is used to determine if authorizations are sufficient.

Provide a dependent profile throughout the command for management purposes.

Produce ration control plates for authorized individuals for use in recording purchases in retail facilities.

Produce medical cards which are used for identification in medical facilities.

Provide retail sales information to the USA-ROK Status of Forces Ad Hoc Committee on black marketing activities.

Provide list by date eligible for return from overseas (DEROS) for transportation forecasting requirements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape in tape library.

Microfiche in file library and user level.

Paper printout at user location.

Retrievability:

Noncombatants listing by area and geographical sub-area is alphabetic by last name.

All other records by SSN sequence.

Safeguards:

The records area is accessible only to authorized personnel. During off duty hours, the facility is locked and secured by sound activated alarm.

Retention and disposal:

The command profile, sales profile, and individual sales file are retained for 1 year. Individual violations are retained until the end of the tour of the concerned individual.

Regular card sales are destroyed monthly unless retained for evidence.

Controlled items sales records are maintained for duration of individual tour.

The data base account is retained for the duration of individual tour plus one month.

All other information is eliminated at termination of tour or employment.

System manager(s) and address:

Assistant Chief of Staff, J1, HQ UNC/USFK/EUSA, APO SF 96301.

Notification procedure:

Information may be obtained from:

HQ UNC/USFK/EUSA (AJ-PER-DM)

Building 2402A

Yongsan/Seoul Korea

Telephone: 293-3585

Record access procedures:

Requests from individuals should be addressed to: HQ, UNC/USFK/EUSA (AJ-PER-DM), APO SF 96301.

Written requests for information should contain the full name of the individual, current address and telephone number, SSN.

For personal visits, the individual should provide a military identification card and ration control plate if issued, or other acceptable identification such as a valid vehicle operator's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

Record source categories:

Application for ration control; recorded sales made with ration control plate at retail US military facilities throughout the ROK; orders made through exchange catalog sales.

Systems exempted from certain provisions of the act:

None

A0728.01DAAG

System name:

728.01 Retired Personnel Data File

System location:

Primary System: The Adjutant General Center, 1000 Independence Avenue SW, Washington, DC 20314.

Decentralized segments: United States Army Military Personnel Center (USAMILPERCEN), 200 Stovall Street, Alexandria, VA 22332; Army commands/installations operating retiree councils and/or service activities.

Categories of individuals covered by the system:

All retired Army personnel.

Categories of records in the system:

File contains name, grade codes, retirement class, social security number, branch of service, date of birth, date of retirement, component, years of service, percentage of disability, sex, retired pay codes, address codes, and retirement codes. File is maintained on magnetic tape for output to microfiche for manual video use.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Adjutant General Center: To fulfill statutory requirement for listing of retired personnel; to accomplish a continuing contact with the retired person with respect to their entitlements, envolvements, and status as a retired military member; to provide listings, geographically, for use by commands/installations operating retiree councils and/or service activities; and for locator use.

General Services Administration: To obtain printing services for volume III, Army Registers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfiche and magnetic tapes.

Retrievability:

Record accessed by name.

Safeguards:

Microfiche maintained in areas accessible only to authorized personnel who are trained and cleared for duty in the retired activities branch; magnetic tape is maintained in areas accessible only to personnel who are trained and cleared for computer duties.

Retention and disposal:

Magnetic tape updated through input of new retiree, address change, and death; individual data record retained until death.

System manager(s) and address:

Commander, The Adjutant Genral Center, 1000 Independence Avenue SW, Washington, DC 20314.

Notification procedure:

Information may be obtained from:

Commander

The Adjutant General Center

1000 Independence Avenue SW

Washington, DC 20314

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (HQDA) (DAAG-PER), 1000 Independence Avenue SW, Washington, DC 20314.

Written requests for information should contain the full name of the requester, service identification number, and current address.

Personal visits may be made to the Adjutant General Center. Individuals should be able to provide their military service identification card or other commonly acceptable means of identification used in the normal transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAAG-AMR), 1000 Independence Avenue SW, Washington, DC 20314.

Record source categories:

Retirement order and documents; retiree input of address change data; death notifications.

Systems exempted from certain provisions of the act:

None

A0810.10aDAEN

System name:

810.10 Military Construction Training Files

System location:

Construction Training, Construction Support Branch, Construction Division, Directorate of Military Construction, Office of the Chief of Engineers (COE), Washington, DC 20314.

Categories of individuals covered by the system:

Any participant in the annual Chief of Engineers Construction Training Program.

Categories of records in the system:

File contains individual's grade, occupational code, district or division employed by, and age.

Authority for maintenance of the system:

Government Employees Training Act of 7 Jul 58, 72 Stat 327 (Pub. L. 85-507).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides an historical record of training and source of data for statistical reports; serves as basis for developing additional courses and evaluating the effectiveness of training; and provides data for cost accounting and developing budget estimates for the training program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disk, and computer printouts.

Retrievability:

Accessed by name and social security number (SSN).

Safeguards:

Computer 'Fail Safe' System.

Retention and disposal:

Information on individuals is deleted from the system upon termination of employment.

System manager(s) and address:

Chief of Engineers, Department of the Army (DA), Forrestal Building, Washington, DC 20314.

Notification procedure:

Information may be obtained from:

Chief of Engineers
ATTN: DAEN-MCC-E
Department of the Army
Washington, DC 20314
Telephone: Area Code 202/693-1310

Record access procedures:

Requests from individuals should be addressed to Chief of Engineers, DA, ATTN: DAEN-MCC-ET, Washington, DC 20314.

Written requests for information should contain, as a minimum, the individual's full name and SSN.

For personal visits, the individual should be able to provide employing office's identification card or other suitable identification such as a passport or driver's license with photograph.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is submitted by the individual student.

Systems exempted from certain provisions of the act:

None

A0917.10aDAAG

System name:

917.10 Child Protection Case Management Files

System location:

Primary System: Commander, United States (US) Army Health Services Command, ATTN: HSOP-PR, Ft Sam Houston, TX 78234.

Decentralized Segments: Office of The Surgeon General, ATTN: DASG-HCC-G, Washington, DC 20310; US Army medical treatment facility and/or child protection and case management team office on post, camp, or station where file was initiated or, in some cases, subsequently transferred upon reassignment of military member.

Categories of individuals covered by the system:

All children entitled to care at Army medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such children.

Categories of records in the system:

Medical records of suspected and established cases of child abuse or neglect, investigative reports, correspondence, child protection case management team reports, follow-up and evaluative reports, and other supportive data assembled relevant to individual child protection case management.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Army in the performance of their official duties relating to health and medical treatment of members and former members of the uniformed services, civilians and dependents receiving medical care under Army auspices; performance of research studies and compilation of statistical data.

Officials and employees of other components of the Department of Defense and other Departments and agencies of the Executive Branch of government in the performance of their official duties relating to the coordination of child advocacy programs, medical care and research concerning child abuse and neglect.

The Attorney General of the United States or his authorized representatives in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Federal, state or local governmental agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in child abuse or neglect, or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

Authorized officials and employees of the National Academy of Sciences, private organizations and individuals for health research in the interest of the Federal government and the public; and authorized surveying bodies for professional certification and accreditation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records may be stored in file folders, microfilm or magnetic tape, punched cards, machine lists, disks, and other computerized or machine readable media.

Retrievability:

Filed by name of the suspected abused child and the name and/or social security number (SSN) of the military sponsor, with no index by the name and/or SSN of any other person not an Army employee (including the spouse of the military sponsor).

Safeguards:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel that are properly screened and trained, and on a need-to-know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

Retention and disposal:

Records are retained in decentralized office files for 5 years after the end of the year in which the case was closed and are then destroyed. Records are retained in the central file until the minor child is age 22 and are then destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army; Commander, US Army Health Services Command; commanders of medical centers and hospitals.

Notification procedure:

Information on specific cases may be obtained from the commander of the medical center or hospital where treatment was received. Official mailing addresses are in the Department of Defense Directory in the Appendix to Army system notices.

Information in central files may be obtained from:

Commander
US Army Health Services Command
ATTN: HSOP-PR
Ft Sam Houston, TX 78234

Record access procedures:

Requests from individuals should be addressed to the commander of the medical center or hospital where treatment was received; or to Commander, US Army Health Services Command, ATTN: HSOP-PR, Ft Sam Houston, TX 78234.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number. Visits are limited to the commander of the medical center or hospital where treatment was received; and to the Office of The Surgeon General (DASG-HCC-G), Room 2D528, The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to give sufficient identification, and provide some verbal information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR Part 505 (Army Regulation 340-21).

Record source categories:

Information obtained from educational institutions, medical institutions, police and investigating officers, state and local government agencies, witnesses, and source documents (i.e., reports) prepared on behalf of the Army by boards, committees, panels, auditors, etc. Information may also be from interviews, personal history statements, and observations of behavior by various professionals (i.e., social workers; physicians, to include psychiatrists and pediatricians; psychologists; nurses and lawyers).

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k)(2) and (5), as applicable. For additional information, contact the SYSMANAGER.

A1012.03iDLI

System name:

1012.03 Standardized Student Records System

System location:

Defense Language Institute, Foreign Language Center (DLIFLC), ATTN: Academic Records Office, Fresidio of Monterey, CA 93940.

Categories of individuals covered by the system:

Any person who has ever been enrolled for foreign language training at any facility of the DLIFLC.

Categories of records in the system:

File contains individual's name, social security number (SSN), and military administrative data, together with academic data generated at DLIFLC.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supplies data to DLIFLC for dividing students among class sections, selecting section monitors, preparing rosters and academic bulletins, preparing summaries of training activity used in managing current operations and reporting workload, establishing a permanent student record used for issuing official grade transcripts and preparing statistical studies used to improve training and testing methods.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Remote computer magnetic tape and disk.

Retrievability:

Files accessed by remote terminals with records filed by SSN.

Safeguards:

Records are accessible via remote terminal only by authorized personnel citing established user identifier and password.

Retention and disposal:

Records are permanent. They are retained in active file (on-line) until the student departs; then retired to a history tape.

System manager(s) and address:

The Commandant, DLIFLC, Presidio of Monterey, CA 93940.

Notification procedure:

Information may be obtained from:
Defense Language Institute
Foreign Language Center
ATTN: Academic Records Office
Presidio of Monterey, CA 93940
Telephone: Area Code 408/242-8221

Record access procedures:

Request from individuals should be addressed to: Defense Language Institute, Foreign Language Center, ATTN: Academic Records Office, Presidio of Monterey, CA 93940.

Written requests for information should contain the full name and current address of the individual, SSN, class attended and year graduated.

For personal visits to the Academic Records Office, the individual should be able to provide positive identification, such as, valid driver's license, employing office identification card, etc.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Student registration form (DLIFLC FORM 90) prepared by student upon enrollment and various local forms containing academic data.

Systems exempted from certain provisions of the act:

None

A1511.01aDAPE

System name:

1511.01 Army Housing Files

System location:

Director, Industrial Operations (DIO), Deputy Chief of Staff for Logistics (DCSLOG), Housing Manager (HM), at Army installations, world- wide.

Categories of individuals covered by the system:

Military personnel, members of the uniformed services, Department of Defense (DOD) or other key civilian personnel, service members' dependents assigned or attached to an installation for on or off post housing support.

Categories of records in the system:

Records include housing correspondence files, troop housing files, housing project tenancy files, housing cost control files, housing leasing files, housing rental rate files, housing referral service files, off post rental housing reporting files, and housing complaint and investigation files.

Records contain, as appropriate, names, service or social security number (SSN), rank or grade, date of rank or grade, length of service, organization, home telephone number, date expected to return from overseas, dependency data, address of quarters, number of bedrooms, adequacy code, and rental cost of economy quarters.

Files contain documents such as permanent change of station (PCS) orders, authorization for travel of dependents, locator cards, applications for Government or off post housing, status of housing availability, housing assignment and termination letters, utilization and occupancy information, private sales/rental listings, notification of off post housing selection, authorization for Government furniture, furniture hand receipts, General Officer Quarters Cost Report, guest houses/visiting quarters registers and occupancy state- ments, rental deduction notices or cancellations, applications for and certificates of civilian employee eligibility to obtain loan to purchase housing, and letters of complaints (includes discrimination) and investigations.

Authority for maintenance of the system:

Department of Defense Instruction (DODI) 4165.44; DODI 4165.47; DODI 4165.51; DODI1100.16; DODI 4165.27; DODI 4165.43; DODI 4165.34; Annual Military Construction Authorization Acts; Section 515 of Public Law 84-161 as amended (Title 10 U.S.C., Section 2674); Title 10 U.S.C., Section 133; Army Regulation (AR) 210-50 (Family Housing); AR 210-16 (Bachelor Housing); AR 210-2 (Guest Houses); AR 230-1 (Nonappropriated Funds and Oversea Transient Facilities); AR 210-6 (Furniture); AR 210-12 (Rental Rates for Quarters); AR 405-10 (Real Estate Acquisition); AR 600-18 (Equal Opportunity in Off Post Housing).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes for which the system is collected are as follows:

To provide information relating to the overall program of providing necessary housing for military personnel, dependents of military personnel, and qualified civilian employees, but exclusive of specific files described herein.

Documents relating to the housing and billeting of military personnel involving such matters as the adequacy and suitability of housing. Included are memoranda on housing, strength and housing capacity reports, housing schedules, and similar papers.

Documents accumulated in offices of housing project directors and relating to rental of units. Included are applications for quarters, character reference letters, rental deduction notices, property inventories, cancellation of rental deduction notices, and similar documents.

Documents relating to the control of costs for alteration and repair of housing units to insure that amounts expended comply with limitations set by law. Included are cumulative cost cards, copies of job orders, copies of work orders, copies of contracts, copies of issue slips, and copies of similar documents reflecting expenditures.

Documents relating to the leasing of housing to provide necessary quarters for qualified personnel. Included are requests for approval to lease, authorizations to lease, leasing and rental surveys, and similar or related docu- ments.

Documents relating to the establishment of rental rates for housing units. Included are surveys, schedules, statistical data, and similar or related documents.

Documents relating to providing guidance and referral service on available housing. Included are requests for counseling or guidance in connection with purchase or rental of housing; listings of housing available for purchase or rent; liaison with real estate boards, realtors, brokers, and other Government agencies; and similar or related documents.

Documents relating to reports reflecting conditions affecting off post rental housing. Included are off post housing census reports, DOD off post housing survey reports, status of housing assets reports, similar reports, and related documents.

Documents relating to complaints and investigations in connection with off post housing. Included are complaints (includes discrimination) from military personnel and owners or operators of housing facilities, investigative data, fact statements, acceptance statements, withdrawal notices, and similar documents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.
File cards.
Computer tapes.
Computer printouts.
Punched cards.

Retrievability:

Filed alphabetically by last name, facility name, or facility number.

Safeguards:

Records are maintained in room accessible only to authorized personnel.

Retention and disposal:

Housing correspondence files: Maintained in office performing Army-wide staff responsibility for 10 years, then retired to the Washington National Records Center, Washington, DC for retention until accessioned by the National Archives and Records Service, Washington, DC. Files in other offices are destroyed after 5 years.

Installation troop housing files: Destroyed after 3 years or on discontinuance, whichever is first.

Installation housing project tenancy files: Destroyed 3 years after termination of quarters occupancy or on discontinuance, whichever is first.

Family housing cost control files: Cards reflecting cumu- lative costs are destroyed 11 years after last entry on card. Other files are destroyed after posting to the cumulative cost card, except that copies of work orders used for posting to the cumulative cost card will be destroyed 1 month after completion of work, or earlier.

Family housing leasing files and family housing rental rate files: Destroyed after 10 years.

Housing referral service files: Destroyed after 5 years.

Off post rental housing reporting files: Files maintained in office performing Army-wide staff responsibility are destroyed after 5 years. Files in other offices are destroyed after 3 years.

Off post housing complaint and investigation files: Files maintained in offices performing Army-wide staff responsibility are destroyed 5 years after completion. Other files are destroyed 2 years after completion.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Director of Industrial Operations (or his counterpart) at Army installations world-wide.

Record access procedures:

Requests from individuals should be addressed to the Director of Industrial Operations at the appropriate installation.

Written requests for information should contain the full name of the individual, current address, and location of last assignment.

For personal visits, the individual should be able to pro- vide some acceptable identification such as a driver's license or military identification card.

Contesting record procedures:

The Army's rules for contesting and appealing initial determination are contained in Army Regulation 340-21 which may be obtained from the SYSMANAGER.

Record source categories:

Automated systems interfaces.
Individuals' personnel records.
Tenant/landlords and realty activities.
Information provided by the individual.
Financial institutions.
Previous commanders or employers.

Systems exempted from certain provisions of the act:

None

OFFICE OF THE SECRETARY OF DEFENSE

DAS 01

System name:

Defense Audit Service Management Information System (DAS/MIS)

System location:

Defense Audit Service, Audit Management Division (DAS-AM), Arlington, Virginia. The system utilizes the Computer Science Corporation's INFONET System, 1616 North Fort Myer Drive, Arlington, Virginia 22209.

Categories of individuals covered by the system:

All active personnel employed by the Defense Audit Service with history data including previous employees maintained for two years.

Categories of records in the system:

Data on the individual's current position, current employement status, travel, audit experience training, and the following specific personal data: name, Social Security Account Number (SSAN), date of birth (DOB), service computation date (SCD), career status, experience, address, assigned station, job series, clearance, education, and evaluation due date.

Authority for maintenance of the system:

Title 10, United States Code, section 136(b), and Department of Defense Directive 5105.48, 'Defense Audit Service,' October 14, 1976, conveys the authority for maintenance of a system of records to the Director of the Defense Audit Service in support of the DAS mission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

There are no external uses. Internally, information is used as follows:

Security Clearance notification alert; provided to all audited activities in advance of visits by DAS audit personnel. Information provided in Alert is name, SSAN, Office of Assignment, and the security clearance for each auditor.

(2) Time and Attendance Reporting; provided to DAS Main Office by 9 CONUS Regional Offices and 3 Overseas Regional Offices. Time and Attendance Reports are used by various managers to track Temporary Duty Travel frequency and duration, to accrue manhour data on assigned audit projects, to categorize indirect time for end of year reporting, to provide time and attendance data to the centralized payroll system at the Main Office. Information included in Time and Attendance Reports are SSAN, Name, Grade, Assigned Office, Hours Present for Duty, Annual Leave Hours, Sick Leave Hours, Other Leave Hours and Type, TDY Location, and TDY Duration.

(3) Planned Annual Leave Reporting, utilized by various managers for workload planning and travel scheduling. Information included is Name, Assigned Office, and dates of planned annual leave.

(4) Audit Status and Auditor Assignment Reporting; used by managers to control audits and auditors, and to maximize effectiveness of manpower resources. Included information is Audit Number, Audit Requestor Code, Title, Milestone Dates, Audit Cost Summary, Personnel Assigned/Release Dates, and Personnel Manhours Expended.

(5) As Requred Prsonnel Reporting; used by the Staff Manager to determine training needs, promotional eligibility, education and background, professional organization participation, and performance evaluation. Information included is Name, Assigned Offices, Education, Professional Activities Training History (Course Title, Dates Attended), Performance Evaluation, Date of Birth, and Service Computation Date.

(6) Travel Reporting; used by managers to control Temporary Duty Travel, travel costs, and issuances of Blanket Travel Orders.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Active Records are stored on immediate access disk and magetic tape maintained within the computer center. Inactive records are maintained on magnetic tape within the computer center. Hard copy records are stored in file cabinets under the control of functional users.

Retrievability:

Records are internally stored by employee SSAN and are selectively retrievable by all data elements as specified in the Categories of Records in the System.

Safeguards:

All records reside in a 'private library' which is not accessible by any other user. All system files are backed up upon creation and upon any update action. A 'Master ID' with unrestricted access to all records in the private library is available only to Main Office MIS Management Personnel. A 'Subordinate ID' whioh has restricted access, only to pertinent records, is used by field offices. Password protection is afforded at the session and file level. All user ID's are protected by separate password validation. Any attempt to circumvent the password validation initiates immediate 'log-off'. Physical control includes limiting password to only authorized personnel. Master ID is located in a secure environment, within the Main Office, and access to the terminal facility is restricted to MIS Management employees who work within the area. Access to records containing personal data is restricted to those who require the records in the performance of their official duties and to the individual who is subject of the record (or his authorized representative). Tape files are maintained in an environmentally secure vault area when not in use. Computer Science Corporation has been cleared to process personal data for Government agencies by General Services Administration on December 11, 1975.

Retention and disposal:

Machine resident records are maintained for 2 years after they become inactive. All inactive records are afforded the same safeguards as active records and are maintained on magnetic tape within the computer center. Machine resident records are destroyed at the end of the 2 year period. Hard copy records are retained until the records are replaced or become obsolete.

System manager(s) and address:

Director, Defense Audit Service, Suite 1200, Commonwealth Building, 1300 Wilson Boulevard, Arlington, Va. 22209. Telephone: 202-697-9108.

Notification procedure:

Written or personal requests for information should be addressed to the System Manager.

Record access procedures:

Procedures for gaining access by an employee/previous employee to his/her records may be obtained from the System Manager. Written request for information should contain the full name of the employee/past employee and Social Security Account Number. For personal visits, the employee should be able to identify himself/herself with Defense Audit Service Identification Card. Past employees should be able to identify himself/herself with Social Security Card and one other corrobroating personal identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Official Personnel Folder and other personnel documents, activity supervisors, applications and forms completed by the individual.

Systems exempted from certain provisions of the act:

None

DCOMP MS11

System name:

List of Female Employees of OSD/OJCS

System location:

Primary System-Federal Women's Program Coordinator, Room 4B916, Pentagon Building; maintained in automated form - Army Data Center.

Decentralized Segment-Director of Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All civilian female employees of OSD/OJCS.

Categories of records in the system:

File is extract of Civilian Personnel Data File and contains organization identification, employee name, Social Security Number, Series, Grade, Time Basis, Position Title.

Authority for maintenance of the system:

Executive Order 11246/11375, 'Equal Employment Opportunity,' as amended by EO 11478, 'Equal Employment Opportunities in the Federal Government'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defento mail information on Federal Women's Program to OSD/OJCS Women Employees. Federal Women's ProgramCoordinator to locate personnel to recommend to them training and employment opportunities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated list in Federal Women's Program Coordinator Office. Automated tape in Army Data Center.

Retrievability:

Listed by organization.

Safeguards:

List is kept under lock. Only available to Federal Women's Program Coordinator.

Retention and disposal:

Record is new. Revised lists are provided, as required.

System manager(s) and address:

OSD/OJCS Federal Women's Program Coordinator, Room 4B916, Pentagon Building, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from OSD/OJCS Federal Women's Program Coordinator, Room 4B916, Pentagon Building, Washington, D. C. 20301.

Record access procedures:

Written requests for information should contain the full name of the individual, organization assignment and Social Security Number. Visits are limited to Room 4B916, Pentagon Building, Washington, D. C. 20301. For personal visits the individual should provide DoD identification prior to access.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The Central Personnel Data File prescribed by the Civil Service Commission.

Systems exempted from certain provisions of the act:

None

DHA 04

System name:

Variable Incentive Pay for Medical Officers-Data Management System

System location:

Air Force Data Services Center, Headquarters, United States Air Force, The Pentagon, Washington, D.C. 20330.

Categories of individuals covered by the system:

Military physicians on active duty during the reporting period

Categories of records in the system:

Partial file containing various materials contained in each individuals master personnel record. This system contains SSAN, rank or grade, position held, and information concerning professional education, pay status, and other related information regarding the variable incentive pay programs.

Authority for maintenance of the system:

Title 37, United State Code, Chapter 5, Section 313

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Health Studies Task Force, Office of the Assistant Secretary of Defense (Health Affairs) to meet statutory requirements of Title 37, USC Chapter 5, Section 313.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes in Air Force Data Services Center Tape Library

Retrievability:

By Social Security Number

Safeguards:

Magnetic tapes are maintained by the Air Force Data Services Center with access only by authorized user number.

Retention and disposal:

Magnetic tapes are maintained until expiration of Section 313, Chapter 5, Title 37, USC.

System manager(s) and address:

Chairman, Health Studies Task Force, Office of the Assistant Secretary of Defense (Health Affairs), The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Executive Assistant
Office of the Assistant Secretary of Defense (Health Affairs)
Room 3E172, The Pentagon
Washington, D.C. 20301
Telephone number: 202-697-2115

Record access procedures:

Requests from individuals should be addressed to:
Office of the Assistant Secretary of Defense (Health Affairs)
The Pentagon
Washington, D.C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Central personnel files of the Military Services.

Systems exempted from certain provisions of the act:

None

DLA01

System name:

Security Clearance File

System location:

Primary System-Office of Research and Administration, Assistant to the Secretary of Defense (Legislative Affairs), Washington, DC 20301.

Categories of individuals covered by the system:

Congressional Staff Personnel.

Categories of records in the system:

Card file listing security clearances for congressional staff personnel.

Authority for maintenance of the system:

Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

When classified material is submitted to Members or committees of Congress, the card file is screened to insure that the person receiving the material is properly cleared.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards.

Retrievability:

Card files are listed alphabetically by last name and committee or Member to whom assigned.

Safeguards:

Afforded appropriate protection at all times.

Retention and disposal:

Kept on personnel only during the time employed by the Congress.

System manager(s) and address:

Office of Research and Administration, Assistant to the Secretary of Defense (Legislative Affairs), Washington, DC 20301.

Notification procedure:

Requests should be addressed to the SYSMANAGER.

Record access procedures:

Procedures for gaining access should be directed to:
Office of Research and Administration, Assistant to the Secretary of Defense (Legislative Affairs).
Room 3D932.
Pentagon Building.
Washington, DC 20301.
Telephone: 202-697-9166.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Certificate of Clearance (SD Form 176) is received from Director for Personnel and Security, Washington, Headquarters Services, Department of Defense.

Systems exempted from certain provisions of the act:

None

DLA02

System name:

Biographic Data File.

System location:

Primary System-Office of Research and Administration for the Assistant to the Secretary of Defense (Legislative Affairs), Washington, DC 20301.

Categories of individuals covered by the system:

Members of Congress

Categories of records in the system:

Biographic data files include date and place of birth, marital status, educational background, military service, voting district, and voting record pertaining to Defense issues.

Authority for maintenance of the system:

Title 10, US Code, Section 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of public background information is helpful to DOD officials meeting Members of Congress on trips; in hearings; and in discussions of problem areas. Knowing the generalized background of the Member is conducive to intelligent discussion of mutual problems.

Purpose-To assist Legislative Liaison officers in presenting material to individual Congressmen, and to aid Defense witnesses in preparing for testimony before Congressional committees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically.

Safeguards:

Stored in locked metal filing cabinet.

Retention and disposal:

Biographic data on incumbent members is maintained for their entire term of office.

System manager(s) and address:

Office of the Assistant to the Secretary of Defense (Legislative Affairs).

Notification procedure:

Written requests for information should be addressed to the SYSMANAGER.

Personal visits are directed to Room 3D932, Pentagon, Washington, DC. Valid proof of identity is required.

Record access procedures:

Procedures for gaining access by an individual may be obtained from the following:
Director, Research and Administration, OATSD(LA).
Room 3D932.
Pentagon Building.
Washington, DC 20301.

Telephone: 202-697-9166.

Contesting record procedures:

The Agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data is gathered from the Congressional Quarterly, Congressional Record, Congressional Director and other printed media pertaining to Members of Congress.

Systems exempted from certain provisions of the act:

None

DMRA&L 01.0

System name:

Overseas Education Correspondence Files

System location:

Teacher Recruitment Section, Staffing Branch, Office of Dependents Schools, Office of Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Room 120, Hoffman Building, 2461 Eisenhower Avenue, Alexandria, Va. 22331.

Categories of individuals covered by the system:

Any individual with whom or about whom the Teacher Recruitment Branch has correspondence.

Categories of records in the system:

File contains all correspondence received from and responses to individuals writing the Teacher Recruitment Branch.

Authority for maintenance of the system:

PL 86-91

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Teacher Recruitment Division - to maintain accurate record of correspondence with individuals making inquiry to Division; any individual records might be transferred to any component of the Department of Defense having a need to know in the performance of official business, disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by either the last name of the correspondent or the last name of the employee/applicant the correspondence concerns.

Safeguards:

Building employs security guards, office locked during non-business hours.

Retention and disposal:

Files are retained for three years.

System manager(s) and address:

Director, Office of Overseas Dependents Education, Office of the Assistant Secretary of Defense (MRA&L), The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:

Chief, Teacher Recruitment Section, DoD
Office of Dependents Schools
Room 120
Hoffman Building
2461 Eisenhower Avenue
Alexandria, VA 22331
Telephone: 202-325-0885

Record access procedures:

Requests from individuals should be addressed to: Teacher Recruitment Division, Office of OverseasDependents Education, Office of the Assistant Secretary of Defense (MRA&L), The Pentagon, WashingtonD.C. 20301.

Written requests for information should contain full name and address of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or other identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Correspondence initiated by the individual or by others on his or her behalf and replies.

Systems exempted from certain provisions of the act:

None

DMRA&L 02.0

System name:

Teacher Application Files

System location:

Teacher Recruitment Section, Staffing Branch, Personnel Division, DoD, Office of Dependents Schools, Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs & Logistics), Room 102, Hoffman Building, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Categories of individuals covered by the system:

Any citizen who applies for a position with the DoD Overseas Dependents Schools

Categories of records in the system:

File contains all papers and forms relating to individual's application for employment to include SF 171, Personal Qualifications Statement; DD 1835, DoD Dependents Schools - Application Index; DD 1836, Supplemental Application for Employment with DoD Overseas Dependents Schools; DD 1456, Professional Evaluation Department of Defense Overseas Dependents Schools; DD 1453, Record of Personal Interview; official college transcripts; copy of teaching certificates; copy of birth certificates; and correspondence to or concerning applicant.

Authority for maintenance of the system:

PL 86-91

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Teacher Recruitment Division - To determine qualifications, and make selection of candidates for positions with DoD Overseas Dependents Schools of selected applicants; to review types of experience, educational background, evaluation of previous employers, professional credentials interviewer's rating.

Department of the Army - Staff Agencies and Commands to complete processing of hired individuals, to obtain Civil Service Commission National Agency Check, medical examination, passports, arrange transportation and shipment/storage household goods, and to provide gaining Civilian Personnel Offices necessary documentation for placing individuals on rolls.

Department of the Air Force - Staff Agencies and Commands to complete processing of hired individuals, to obtain Civil Service Commission National Agency Check, medical examination, passports, arrange transportation and shipment/storage household goods, and to provide gaining Civilian Personnel Offices necessary documentation for placing individuals on rolls.

Department of the Navy - Staff Agencies and Commands to complete processing of hired individuals, to obtain Civil Service Commission National Agency Check, medical examination, passports, arrange transportation and shipment/storage household goods, and to provide gaining Civilian Personnel Offices necessary documentation for placing individuals on rolls.

Any individual records in a system of records might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of applicant.

Cross file by index card by category (Teaching field) of applicant.

Cross file by index card by location of applicant.

Safeguards:

Building employs security guards, office locked during non-business hours. Records are maintained in area accessible only to authorized personnel who are properly screened.

Retention and disposal:

Records are retained for recruitment period (no more than one year).

For non-selected applicants, portions are returned to applicant for future use and portions are destroyed.

Records for selected applicants are forwarded to Department of the Army, Department of the Air Force, or Department of the Navy as appropriate processing.

System manager(s) and address:

The Director, Office of Overseas Dependents Education, Office of the Secretary of Defense, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:

Chief, Teacher Recruitment Section, DoD,
Office of Dependents Schools
Room 120
Hoffman Building
2461 Eisenhower Avenue
Alexandria, VA 22331
Telephone: 202-325-0885

Record access procedures:

Request from individuals should be addressed to: Teacher Recruitment Division, Office of Overseas Dependents Education, Office of the Secretary of Defense, Washington, D.C. 20301.

Written requests for information should contain the full name and address of the individual.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Former employers, educational institutions, and information supplied by the individual.

Systems exempted from certain provisions of the act:

None

DMRA&L 03.0

System name:

Employer Support File (PLEDGE)

System location:

Primary Location: Air Force Data Services Center, Room 1D132, The Pentagon, Washington, D.C. 20330.

Hard copy roster located at: National Committee for Employer Support of the Guard and Reserve, Room 907, 1117 North 19th Street, Arlington, VA 22209.

Categories of individuals covered by the system:

Self employed individuals, individuals heading companies bearing their names, the pledging officials representing various companies, or staff directors who have pledged to support the National Guard and Reserve components.

Categories of records in the system:

Name, address, geographic location, size, and business of pledging company.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to assist in informing the public and encouraging employers to support the Guard and Reserve.

National Committee for Employer Support of the Guard and Reserve; used to answer inquiries from employees or prospective employees of companies concerning whether a company has pledged to support the Guard and Reserve; used by members of the advisory council to assist Guard and Reserve members who are experiencing difficulties with companies that have pledged; used as a screening tool to prevent re-solicitation of support from employers who have already pledged; used to supply state level organizations' lists of companies in state which have pledged; used to prepare speech and presrelease material mentioning companies that have pledged.

Any individual records in the system may be transferred to any component of the Department of Defense having a need to know in the performance of official business.

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, and civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Computer Tape

Retrievability:

Retrieved by company name, geographic location, or type of business

Safeguards:

Primary location is a TOP SECRET facility.

Hard copy output is accessible to authorized personnel only during working hours; room is locked after hours and building has security guards.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Chairman, National Committee for Employer Support of the Guard and Reserve, Room 907, 1117 North 19th Street, Arlington, VA 22209.

Notification procedure:

Information may be obtained from:

Chairman, National Committee for Employer Support of the Guard & Reserve
Room 907
1117 North 19th Street
Arlington, VA 22209
Telephone: 202-697-6902

Record access procedures:

Requests for information should be addressed to: Chairman, National Committee for Employer Supportof the Guard and Reserve, Room 907, 1117 North 19th Street, Arlington, VA 22209.

Written requests should contain the name of the individual and/or employer, current mailing addressand telephone number.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is supplied by employers who have pledged, from Dunn & Bradstreet, and from Census Data.

Systems exempted from certain provisions of the act:

None

DMRA&L 06.0

System name:

Department of Defense Priority Placement Program (STOPPER LIST)

System location:

Primary Location: Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444

Decentralized locations: hard copy rosters/listing supplied every two weeks to all DoD Civilian Personnel Offices world-wide (approximately 500 locations) and to other personnel management activities.

Categories of individuals covered by the system:

Displaced career and career-conditional employees adversely affected by reductions-in-force or transfer of function; overseas nondisplaced career and career-conditional employees being returned to the U.S. All individuals in file must voluntarily initiate entry into the system.

Categories of records in the system:

File contains summary of occupational experience, education, training, age, sex, height and weight,marital status.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to assist displaced employees and overseas returnees in securing employment.

DoD Civilian Personnel Offices - used to assist activities in filling vacant positions and in assisting displaced employees and overseas returnees in obtaining employment.

DoD Activities: short resume of individual's background used in assessing qualifications for vacant positions.

Office of the Deputy Assistant Secretary of Defense, Civilian Personnel Policy - used for statistical analyses of civilian personnel employment trends and patterns and for establishing policy and for planning purposes; informing individuals in system of non-government job opportunities.

Other Federal Agencies: used in filling vacant positions.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape

Retrievability:

Normally retrievable by occupation and grade.

Safeguards:

The primary location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

Retention and disposal:

Records of displaced employees are maintained in the system for one year.

Records of overseas returnees are entered six months prior to return and are maintained until individual is placed in job or leaves the government. Initial input for records is hard copy, which is destroyed after tape record is created.

System manager(s) and address:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

Record access procedures:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name and current mailing address and telephone number.

For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as a driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The individual must take action to place his record in the system; information entered into the record is provided by the individual in writing or through employment counseling; additional information is obtained from the individual's official personnel file (201 file).

Systems exempted from certain provisions of the act:

None

DMRA&L 07.0

System name:

Department of Defense Overseas Employment Program

System location:

Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

Categories of individuals covered by the system:

Career and career-conditional employees of the Federal Government and reinstatement eligible employees who desire overseas employment and voluntarily register.

Categories of records in the system:

File contains summary of occupational experience, education, training, age, sex, height and weight,marital status.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to provide an automated applicant supply system for use in filling overseas job vacancies.

Department of Defense activities - the system is utilized to fill overseas job vacancies.

Other Federal Agency - the system is utilized to fill overseas job vacancies.

Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) - used for statistical analyses for policy, planning, and guidance; for evaluation of the effectiveness of the program, and for monitoring of activity compliance with the program.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Computer Tape.

Retrievability:

Retrieval by occupational skill and grade.

Safeguards:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

Retention and disposal:

Records remain in the system for one year or until the individual is placed in an overseas position; the individual is notified after eleven months that his registration is about to expire and is given the opportunity to re-register for another year.

System manager(s) and address:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

Record access procedures:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name, current mailing address and telephone number.

For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information in the file is obtained from the individual, either in writing or through interviews with personnel counselors, and from his official personnel file (201 file).

Systems exempted from certain provisions of the act:

None

DMRA&L 08.0

System name:

Central Automated Inventory and Referral System (CAIRS)

System location:

Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444

Categories of individuals covered by the system:

All Department of Defense General Schedule Civilian Employees GS-5 or higher and former employees terminated within a one-year period.

Categories of records in the system:

Name, home and work addresses, SSAN, educational background, work experience, grade and salary, occupation, age, special qualifications, awards, military reserve status, supervisory appraisals.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to provide a list of eligible candidates qualified to fill position vacancies at GS-13 and higher level and to provide information for program analyses and management.

All DoD Civilian Personnel Offices and the components serviced by these offices are required to submit job vacancies in designated occupation series against CAIRS file for the generation of a listwith resumes of qualified candidates for consideration by selection panel and others.

Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) - used for statistical analyses of civilian work force, and management and evaluation of specific employment programs within the Department of Defense.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape

Retrievability:

Retrievable by occupation, SSAN, name, special skills, educational background, or training background.

Safeguards:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

Retention and disposal:

Records are updated once per year for all individuals in the system or as new employees are hired. No historic records are maintained.

System manager(s) and address:

Director of Employment and Career Development, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) Room 3D281, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:

Director of Employment and Career Development

Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy)

Room 3D281

The Pentagon

Washington, D.C. 20301

Telephone: 202-695-0813

Record access procedures:

Written requests from individuals should be addressed to Director, Central Automated Inventory & Referral Center, Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

For personal visits, the individual should be able to provide some acceptable identification, such as driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data are obtained from the individual himself, from his official personnel folder (201 file), from his SF-171, and from supervisory appraisals.

Systems exempted from certain provisions of the act:

None

DMRA&L 09.0

System name:

Defense Race Relations Institute (DRRI) Student File

System location:

Primary Location - Bldg. 986(MU811) Patrick AFB, FL 32925

Hard copy back-up file for students in active status, location is Tests and Measurement Division, Defense Race Relations Institute, Patrick AFB, Fla. 32925.

Hard copy back-up file for former students, the location is Research and Evaluation Division, Defense Race Relations Institute, Patrick AFB, Fla. 32925.

Categories of individuals covered by the system:

All current or former students at the Defense Race Relations Institute.

Categories of records in the system:

Life history summary, name, race, age, military organization, test and examination scores and forms, peer group and instructor ratings, advisor progress reports.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to evaluate the progress of students enrolled at the Defense Race Relations Institute and to create a permanent record of academic accomplishment.

The Defense Race Relations Institute - used by advisors in counseling students; to verify attendance and grades to colleges and universities; to select instructors; to make decisions to release students from the program.

Used by students to evaluate their programs.

Any individual records in the system may be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Records may be disclosed to law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is magnetic computer tape.

Back-up files are paper records in file folders.

Retrievability:

Files are sequenced alphabetically by last name by class.

Safeguards:

Primary location is a controlled access area.

Back-up files - storage is in locked file cabinets. Only authorized personnel have access to files.

Retention and disposal:

Permanent

System manager(s) and address:

Director, Defense Race Relations Institute, Patrick AFB, Fla. 32925

Notification procedure:

Information can be obtained from:

Director, Defense Race Relations Institute

Patrick AFB, Fla. 32925

Telephone: 305-494-6976

Record access procedures:

Requests from individuals should be addressed to the Director, Defense Race Relations Institute, Patrick AFB, Fla. 32925

Written requests for information should contain the full name, current address and telephone number, and class of the individual.

For personal visits, the individual should be able to provide some acceptable identification, such as military ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned

are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, student peers, instructors, counselors, and examinations.

Systems exempted from certain provisions of the act:

None

DMRA&L 10.0

System name:

Equal Opportunity Complaint File

System location:

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

Any individual who has filed or had filed on his behalf a discrimination complaint.

Categories of records in the system:

The letter or document initiating complaint, directions to services on investigating complaint, services' investigatory report, and copies of response to complainant.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to cause action to be taken on discrimination complaints.

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity) - used to answer queries concerning status or disposition of complaints, for assigning actions and reviewing actions on complaints, and for analyses of trends or patterns in discrimination complaints.

Records in the system may be transferred to any other Department of Defense component having the need to know in the performance of official business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed by first letter of last name for service and year.

Safeguards:

Kept in file drawer; building has security guards.

Retention and disposal:

Files are retained for one year in active status, one year in inactive status, and then destroyed.

System manager(s) and address:

Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:

Deputy for Plans and Policy

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity)

Room 3E319

The Pentagon

Washington, D.C. 20301

Telephone: 202-695-0107

Record access procedures:

Requests from individuals should be addressed to: Deputy for Plans and Policy, Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, Service, current address, and telephone number.

For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and Administrative Instruction No. 81.

Record source categories:

Information contained in the file is obtained from the individual or someone acting on his behalf, from the Services' investigation of the complaints.

Systems exempted from certain provisions of the act:

None

DMRA&L 12.0

System name:

Reserve Components Common Personnel Data System (RCCPDS)

System location:

Air Force Data Service Center, Room 1D167, The Pentagon, Washington, D. C. 20330.

Back-up locations for processing; U.S. Army Management Systems Support Agency, Room BD972, The Pentagon, Washington, D. C. 20310.

W.R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93940.

National Military Command System Support Center, Room BE685, The Pentagon, Washington, D. C. 20331.

Categories of individuals covered by the system:

Any individual currently a member of any Reserve or National Guard component, and retired reservists.

Categories of records in the system:

File contains individual's Social Security Account Number, component, and other personnel information such as race, sex, rank, age, and length of service.

Authority for maintenance of the system:

10 U.S.C. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to generate official statistics concerning Reserve Forces' strength, gains, losses and characteristics of the force.

Office of the Deputy Assistant Secretary of Defense (Reserve Affairs) - used to generate and disseminate official statistics. Individual records are used to provide aggregate statistical data.

Any individual record contained in the system may be transferred to any other Department of Defense Component having the need-to-know in the performance of official business.

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Records of Federal civilian employees who are reservists may be disclosed to Federal agencies for use in emergency mobilization planning. Records may be disclosed to the Civil Service Commission concerning pay benefits, retirement deductions, and other information necessary for the Commission to carry out its Government-wide personnel management functions.

Records may be disclosed to the Director, Selective Service System upon official request.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Records are retrievable by component, rank, age, sex, location, or other attributes, including Social Security Account Number.

Safeguards:

The primary location is a TOP SECRET facility. The U.S. Army Management Systems Support Agency is a TOP SECRET facility. The National Military Command Systems Support Center is a TOP SECRET facility. Tapes located at the W.R. Church Computer Center, Monterey, CA. are stored in a locked cage in machine room, which is a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

Retention and disposal:

Inventory files are current; quarterly history files for the master and transaction files are maintained on a permanent basis.

System manager(s) and address:

Deputy Assistant Secretary of Defense (Reserve Affairs), Room 3C980, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:

Assistant Director, Reserve Personnel Program

Office of the Deputy Assistant Secretary of Defense (Reserve Affairs)

Room 3C980

The Pentagon

Washington, D. C. 20301.

Telephone: 202-697-0624.

Record access procedures:

Requests from individuals should be addressed to: Assistant Director, Reserve Personnel Program, Office of the Deputy Assistant Secretary of Defense (Reserve Affairs), Room 3C980, The Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name, Social Security Account Number, component, and current address and telephone number of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, or military or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data records are obtained from the six Reserve components.

Systems exempted from certain provisions of the act:

None

DMRA&L 15.0

System name:

Reports of Defense Related Employment.

System location:

Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Retired or former military officers in grades of major or lieutenant commander or above and former civilian officers and employees of the Department of Defense employed at or above the minimum salary of GS-13, who, during any of the first three years after termination of service or employment with the Department of Defense, are employed at fifteen thousand dollars or more per year by a Defense contractor who, during that year, was awarded contracts by the Department of Defense totaling ten million dollars. Also covered are current officers and employees of the Department of Defense employed at or above the minimum salary level of GS-13, who within the preceding three years were employed by such a Defense contractor.

Categories of records in the system:

Copies of report DD Form 1787 completed by individuals covered by the system and forwarded to the Department of Defense describing their employment with the Department of Defense and with the Defense contractor and a listing showing the names of individuals who submitted completed DD Form 1787.

Authority for maintenance of the system:

The system was established and is maintained as required by Public Law 91-121, section 410, approved November 19, 1969.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records are available for public inspection in accordance with the specific terms of section 410(f) of Public Law 91-121. There is no limitation or restriction on use by the public of the information contained in the report.

Section 410 (d) of Public Law 91-121 requires the submission to the President of the Senate and Speaker of the House of Representatives by December 31 of each year of information in the reports submitted by individuals during the preceding Fiscal Year.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In metal file cabinet.

Retrievability:

Alphabetical by name of individual.

Safeguards:

Maintained in unlocked file cabinet when not in use.

Retention and disposal:

No current criteria for disposition of reports.

System manager(s) and address:

The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301.

Notification procedure:

Any individual who desires to know whether a report DD Form 1787 submitted by him is on file may address a letter inquiry to the SYSMANAGER, Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301. Inasmuch as the reports are available for public inspection no proof of identity is required.

Record access procedures:

On request of any individual the reports on file are made available for inspection in the office of the SYSMANAGER, Room 3C980, Pentagon, Washington, D.C.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The individual submitting the DD Form 1787.

Systems exempted from certain provisions of the act:

None

DMRA&L 16.0

System name:

Retired Personnel Master File

System location:

Air Force Data Services Center, Room 1D167, Pentagon, Washington, D. C. 20330.

Categories of individuals covered by the system:

All retired military personnel and survivor beneficiaries, and reservists drawing retainer pay.

Categories of records in the system:

SSAN, birth date, retirement date, pay grade at retirement, amount of retired, survivor, or retainer pay, type of retirment, date of death (in cases of survivor beneficiary records), pension and benefits system elected, Service, years of active service.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Actuary, Office of the Deputy Assistant Secretary of Defense (Military Personnel Policy), used for statistical purposes in estimating retired pay budgets, future retired populations, trends in retirement rates, costs or increases in retired pay; answer Congressional inquiries. U.S. Civil Service Commission to identify accurately retired military personnel who are Federal civilian employees; any individual record in the system may be transferred to any component of the Department of Defense having need to know in performance of official business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape

Retrievability:

Records can be retrieved by SSAN, Service, age, etc.

Safeguards:

The Air Force Data Services Center is a TOP SECRET facility.

Retention and disposal:

Records are retained for eight weeks. Aggregated records produced from the individual record file are retained indefinitely.

System manager(s) and address:

Actuary, ODASD(MPP), Room 2C263, 202-697-1678, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from Actuary, ODASD(MPP), Room 2C263, The Pentagon, Washington, D. C. 20301. Telephone: 202-697-1678.

Record access procedures:

Requests from individuals should be addressed to: Actuary, ODASD(MPP), Room 2C263, The Pentagon, Washington, D. C. 20301. Written requests for information should contain the full name, SSAN, and current address and telephone number of the requester. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The information is obtained from the Military Departments.

Systems exempted from certain provisions of the act:

None

DMRA&L 17.0

System name:

DOD Overseas Dependent School Teachers Retroactive Pay Project

System location:

DoD Office of Dependents Schools, OSD, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Categories of individuals covered by the system:

All former DoD Overseas Dependents School teachers who were paid under Public Law 89-391, dated April 14, 1966.

Categories of records in the system:

System is comprised of names, Social Security Numbers, and Dates of Birth of former DOD overseas teachers, and information extracted from their Official Personnel Records which will effect computation of their retroactive pay; and current addresses of former teachers.

Authority for maintenance of the system:

Court Decision in the case called Virginia J. March et al., v. United States of America. (Civil Action 3437-70, U.S. District Court, District of Columbia, June 30, 1975), on intent of Public Law 89-391, dated April 14, 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Office of Overseas Dependents Education Back Pay Project workers to compute back pay as it applies to individual teacher; prepare necessary updating for individual's Official Personnel Record, life insurance entitlement where applicable; preparing reports to individual teachers, Treasury, Social Security, Civil Service Commission, Attorneys for the teachers, and General Accounting Office. Addresses will be used for mailing purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer tapes, computer printouts.

Retrievability:

Social Security Number and name.

Safeguards:

All records are stored under strict control; maintained in spaces normally accessible only to authorized personnel, in cabinets in locked room.

Retention and disposal:

Records will be maintained in this office until all requirements of the Judgment and will be destroyed when they are no longer useful.

System manager(s) and address:

Director, DoD Office of Dependents Schools, DASD, (Program Management), OSD.

Notification procedure:

Request by correspondence should be addressed Director, DoD Office of Dependents Schools, Attn: Back Pay Project, 2461 Eisenhower Avenue, Room 148, Alexandria, VA 22331. Telephone: 202-325-0660. Letter should contain the full name and signature of the requester.

Record access procedures:

Requests from individuals should be addressed to: same address as stated in the Notification section above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Official Personnel Records obtained from Federal Records Center and other agencies currently employing individuals concerned.

Systems exempted from certain provisions of the act:

None

DMRA&L 18.0

System name:

Administrative Files (MRA&L)

System location:

Office of Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) (OASD(MRA&L)).

Categories of individuals covered by the system:

All civilian and military personnel assigned or detailed to OASD(MRA&L).

Categories of records in the system:

Files contain name, ceiling space number, position title, position number, GS rating or rank, SSN, date of birth, entered on duty date and projected loss date (for military personnel), education, primary experience area; planned retirement date (if known), recent awards, name of spouse, home address, office and home telephone numbers, records of travel order and payment vouchers

Authority for maintenance of the system:

Various provisions of 10 USC.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control and accomplish administrative personnel actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders
Visible file cards.
Loose leaf binders.
Telephone index containers.

Retrievability:

Filed alphabetically by last name.
Filed by ceiling space number.

Safeguards:

Building employs security guards. Records are maintained in offices that are staffed during all duty hours. Records accessible only to authorized OSD personnel

Retention and disposal:

Records are retained only for the period of time employee is assigned to OASD(MRA&L). Records are destroyed upon employee's departure from OASD(MRA&L).

System manager(s) and address:

The Administrative Officer, OASD(MRA&L), Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
OASD(MRA&L) (AD)
Room 3E787
Pentagon
Washington, D. C. 20301
Telephone: 202-695-5592.

Record access procedures:

Requests from individuals should be addressed to: OASD(MRA&L)(AD), Room 3E787, Pentagon, Washington, D. C. 20301

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to MRA&L Admin Office, Room 3E787, Pentagon, Washington, D. C. 20301.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with the records that pertain to him.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Notification of Personnel Actions, SF-50, from the Director for Personnel and Security, Washington Headquarters Services, Department of Defense, OSD SF-171's submitted by individual employees, Notification of Incoming Personnel (military personnel only), Civilian Personnel Staffing Summary supplied by Director for Personnel and Security, Washington Headquarters Services, Department of Defense, T.O. as approved.

Systems exempted from certain provisions of the act:

None

DOCHA 01

System name:

Health Benefits File

System location:

Primary System-Directorate of Health Benefits (DHB), OCHAMPUS, DoD, Denver, Colorado 80240.

Decentralized Segment--Office of Appeals and Hearings, OCHAMPUS, DoD, Denver, Colorado 80240.

Categories of individuals covered by the system:

All individuals who seek health care under the Program for the Handicapped as CHAMPUS beneficiaries and/or under the basic program extended hospitalization as CHAMPUS/CHAMPVA beneficiaries.

Categories of records in the system:

Original correspondence with individuals, medical statements, congressional inquiries, medical treatment records, authorizations for care, case status sheets, memos for record, follow-up reports justifying extended care, correspondence with contractors and work-up sheets maintained by case workers, and appeals and hearings case files consisting of transcript and/or other documentation pertaining to reconsiderations or appeals of adverse determinations affecting an individual's benefits under CHAMPUS.

Authority for maintenance of the system:

Title 44, United States Code, section 3101; Title 41, Code of Federal Regulations, Parts 101-1100 et. seq.; Chapter 55, Title 10, United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Office of the Civilian Health and Medical Program of the Uniformed Service (OCHAMPUS) uses the information to determine the eligibility of an individual for health care under CHAMPUS/CHAMPVA; to authorized payment of health care claims by CHAMPUS beneficiaries to respond to inquiries from congressional offices made at the request of the individual covered by the system; for referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution; and for referral to the Secretary of the Department of Health, Education and Welfare and/or the Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities as concerns CHAMPUS/CHAMPVA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed numerically by case number, then alpha, character in seventh digit family participants.

Safeguards:

Fitzsimons Army Medical Center (FAMC) provides security force. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Psychiatric cases are permanent; medical cases are held four years after closure and equipment cases are held two years after closure.

System manager(s) and address:

Director of Health Benefits (DHB), OCHAMPUS, DoD, Denver, Colorado 80240.

Notification procedure:

Information may be obtained from:

OCHAMPUS, DoD
Building 611, First Floor
Denver, Colorado 80240
Telephone: 303-341-8609

Record access procedures:

Requests from individuals should be addressed to: Directorate of Health Benefits (DHB), OCHAMPUS, DoD, Denver, Colorado 80240

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

For personal visits, the individual should provide some acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Records of fiscal intermediaries (FI),contractors, CHAMPUS advisors, all branches of the military service, Congressional inquiries, private physicians, consultants, inquiries made by individuals.

Systems exempted from certain provisions of the act:

None

DOCHA 03

System name:

Health Benefits Preapproval Files

System location:

Primary System - Data Automation Division, Directorate of Management Information Services, Office for the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), DoD, Denver, Colorado 80240.

Decentralized Segments-Office of Appeals and Hearings, OCHAMPUS, DoD, Denver, Colorado 80240; Blue Shield of California, P. O. Box 85035, San Diego, California 92138.

Categories of individuals covered by the system:

Eligible beneficiaries of the Civilian Health and Medical Program of the Uniformed Services who have been approved for medical care under the program for the handicapped and/or eligible beneficiaries of the Civilian Health and Medical Program-Veterans Administration (CHAMPVA) who have been approved for extended hospital care.

Categories of records in the system:

File contains an assigned case number, sponsors name, social security account number, current address, military grade or rank and pay status, military branch of service and status; beneficiaries name, address, date of birth, sex, relationship to sponsor; the medical diagnosis code and the approved medical treatment code, the approval period of time, the number of units approved and the estimated unit of cost, providers of care codes and/or name and address of multi-providers, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsiderations and appeals of adverse determinations affecting on individual's benefits under CHAMPUS.

Authority for maintenance of the system:

44 USC 3101, 41 CFR 101-1100 et seq., Chapter 55, Title 10, USC.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

OCHAMPUS Directorate of Health Benefits (DHB)-For approval of medical care under the provisions of the Program for the Handicapped of CHAMPUS and/or approval for extended hospitalization; to control and review health care management plans for beneficiaries approved for medical care by providers of service.

OCHAMPUS Directorate of Management Information Services-For control and accomplishment of reviews of approvals; to coordinate subject matter clearances for congressional committees and auditors.

The Office of the Civilian Health and Medical Program of the Uniformed Service (OCHAMPUS) uses the information for approval of health care under the Program for the Handicapped; for approval of extended hospital care; to control and review health care management plans of providers of services for individuals approved for

health care; to respond to inquiries from congressional offices made at the request of the individual covered by the system; for referral to the Secretary of the Department of Health, Education and Welfare and/or the Administrator of the Veterans Administration consistent with their statutory administrative responsibilities as concerns CHAMPUS/CHAMPVA; and for referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tape and disk.

Retrievability:

Information is retrieved by assigned case number, sponsor's social security account number (SSAN), sponsor's or beneficiaries' name, classification of medical diagnosis or medical treatment codes or provider of service code or approval dates or geographical location.

Safeguards:

Records are maintained in areas accessible to authorized personnel. Records are maintained on magnetic tape readable through the medium of OCHAMPUS prepared computer programs. Military policy security and manned 24 hours daily.

Retention and disposal:

Records are permanent. They are maintained on magnetic tape as individual annual files.

System manager(s) and address:

Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Notification procedure:

Information may be obtained from:

Director of Management Information Services

Office for the Civilian Health and Medical Program of the Uniformed Services

Denver, Colorado 80240

Telephone: 303-341-8005

Record access procedures:

Requests from individual should be addressed to: Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Written request for information should contain full name of individual, sponsor's social security account number and the visits are limited to Directorate of Management Information Services, OCHAMPUS, Denver, Colorado 80240.

For personal visits, the individual should be able to provide a Uniformed Services identification card and a driver's license or other positive identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Sponsors application, provider of medical care statement.

Systems exempted from certain provisions of the act:

None

DOCHA 07

System name:

Medical Claim History Files

System location:

Primary System - Data Automation Division, Directorate of Management Information Services, Office for the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), DoD, Denver, Colorado 80240.

Decentralized Segments - Office of Appeals and Hearings, (OCHAMPUS), DoD, Denver, Colorado 80240; Fiscal Intermediaries/Contractors under contract to OCHAMPUS. Each company listed below maintains claim files on beneficiaries in their respective geographical areas.

Mutual of Omaha Insurance Company, 3301 Dodge Street, Omaha, NB 68131

California Blue Shield, P. O. Box 85020, San Diego, CA 92138

California Blue Shield, P. O. Box 85035, San Diego, CA 92138 (Dental)

Hawaii Medical Service Association, P. O. Box 860, Honolulu, HI 96808

Maryland Blue Shield, Inc., 700 East Joppa Road, Towson, MD 21204

Blue Shield of Massachusetts, Inc., P. O. Box 2194, Boston, MA 02106

Blue Shield of Michigan, 600 Lafayette East, Detroit, MI 48226

Blue Cross/Blue Shield of Mississippi, Inc., P. O. Box 1043, Jackson, MS 39205

Dikewood Industries, Inc., 1009 Bradbury Drive, S.E., University Research Park, Albuquerque, New Mexico 87106

Blue Cross/Blue Shield of North Carolina, P. O. Box 2291, Durham, NC 27702

Blue Shield of Pennsylvania, Blue Shield Building, Box 65, Camp Hill, PA 17011

Blue Cross of Rhode Island, One Weybosset Hill, Providence, RI, 02901

Blue Cross/Blue Shield of Tennessee, Blue Cross Building, 801 Pine Street, Chattanooga, TN 37402

Blue Cross of Southwestern Virginia, P. O. Box 13828, Roanoke, VA 24001

Wisconsin Physicians Service, P. O. Box 1787, Madison, WI 53701

Categories of individuals covered by the system:

Eligible beneficiaries of the Civilian Health and Medical Program of the Uniformed Services (Dependents of Active Duty Members of the Uniformed Services, retired members of the Uniformed Services and dependents of retired or deceased members of the Uniformed Services) eligible beneficiaries of the Civilian Health and Medical Program of the Veterans Administration (spouse or child of a veteran who has a total disability, permanent in nature, resulting from a service-connected disability or surviving spouse or child of a veteran who has died as a result of a service-connected disability) who received benefits under the provisions of the program.

All individuals who seek health care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and the Civilian Health and Medical Program-Veterans Administration (CHAMPVA).

Categories of records in the system:

File contains sponsor's Social Security Account Number/Service Number, branch of service, status (active duty, retired or deceased), beneficiary's last name, initials, age, sex, relationship to sponsor, type of costs and date of medical care provided, provider of care identification, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsiderations or appeals of adverse determinations of benefits under CHAMPUS.

Authority for maintenance of the system:

Title 44, United States Code 3101; Title 41, Code of Federal Regulations, Parts 101-1100 et. seq.; Chapter 55, Title 10, United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Office of the Civilian Health and Medical Program of the Uniformed Services and CHAMPUS contractors use the information to control and process medical claims for payment; for control and approval of medical treatments and interface with providers of health care; to control and accomplish reviews of utilization; for review of claims related to possible third party liability cases and initiation of recovery actions; for referral to Peer Review Committees or similar professional review organizations to control and review providers of health care; for disclosure to third party contacts without the consent of the individual to whom the information pertains in situations where the party to be contacted has, or is expected to have, information necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning the individual's egibility to benefits under CHAMPUS/CHAMPVA, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal; for the issuance of deductible certificates, to respond to inquiries from congressional officies made at the request of the individual covered by the system; for referral to the Secretary of the Department of Health, Education and Welfare and/or the Administrator of the Veterans Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA; for referral to the Department of Justice and/or foreign law enforcement agencies for investigation and possible criminal prosecution; and, for referral to the Department of Justice for representation of the Secretary of Defense in civil actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tape and disc.

Retrievability:

Information is retrieved by sponsor's Social Security Account Number (SSAN), beneficiaries last name, classification of medical diagnosis or procedure codes or geographical location of care provided and selected utilization limits.

Safeguards:

Records are maintained in areas accessible to authorized personnel. Records are maintained on magnetic tape readable through the medium of OCHAMPUS prepared computer programs. Military Policy Security and manned 24 hours daily.

Retention and disposal:

Records are permanent. They are maintained on magnetic tape as individual annual files.

System manager(s) and address:

Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Notification procedure:

Information may be obtained from:

Director of Management Information Services

Office for the Civilian Health and Medical Program of the Uniformed Services

Denver, Colorado 80240

Telephone: 303-341-8005

Record access procedures:

Requests from individual should be addressed to: Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Written requests for information should contain full name of individual, sponsor's Social Security Account Number and personal visits are limited to Director of Management Information Services, OCHAMPUS, Denver, Colorado 80240. Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

For personal visits, the individual should be able to provide a Uniformed Services Identification Card and a driver's license or other positive identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

CHAMPUS Medical Claims Forms, private physicians, hospitals, and other sources of care.

Systems exempted from certain provisions of the act:

None

DOCHA 08

System name:

DOD Health Services Enrollment/Eligibility System.

System location:

Tri-Service Medical Information System (TRIMIS) Project Office, Pentagon, Washington, D.C. 20301, and various contractual facilities.

Categories of individuals covered by the system:

Active duty Armed Forces personnel and their dependents; retired Armed Forces personnel and their dependents; surviving dependents of deceased active duty or retired personnel; Coast Guard personnel and their dependents; Public Health Service (PHS) personnel (Commissioned Corps) and their dependents; and National Oceanic and Atmospheric Administration (NOAA) employees (Commissioned Corps) and their dependents.

Categories of records in the system:

File contains beneficiary's name, Service Number of sponsor, enrollment number, relatonship of beneficiary to sponsor, residence address if beneficiary (includes zip code), date of birth of beneficiary, sex of beneficiary, branch of service of sponsor, dates of eligibility, marital status and dates of beneficiary, number of dependents of sponsor, primary unit duty location of sponsor, race and ethnic origin of beneficiary, occupation of beneficiary, rank/pay grade of sponsor.

Authority for maintenance of the system:

Chapter IV, Title 10, United States Code, Section 136: 1969 Pub. L. 91-121, section 404(A) (2), 'Establishment of the Assistant Secretary of Defense for Health Affairs'; the Presidentially Commissioned Department of Defense, Department of Health, Education and Welfare, Office of Management and Budget Report of the Health Care Study (completed December 1975); Memorandum, 'Establishment of DOD Health Council,' dated December 28, 1976, and the DOD Appropriations Bill for FY 1976.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Offices of the Surgeons General of the Army, Navy and Air Force for determination of eligibility to receive health care benefits from the Uniformed Health Services Delivery System.

Office of Civilian Health and Medical Program of the Uniformed services (OCHAMPUS), for determination of eligibility to receive health care benefits and to receive reimbursement for health care services claimed under CHAMPUS.

Office of the Assistant Secretary of Defense (Health Affairs) and the Offices of Surgeons General of the Army, Navy and Air Force, for the conduct of health care studies and research on a longitudinal basis, and for planning, management and allocation of medical resources.

Offices of the Surgeons General of the Army, Navy and Air Force, and OCHAMPUS for dissemination of health care information.

Department of Health, Education and Welfare; Veterans Administration; Federal Preparedness Agency and Commerce Department for the conduct of health care studies and for the planning and allocation of medical resources. Data will be provided to State and local government health planning agencies to assist in the determination and allocation of health resources. The data will include summary data on ages, sex, residence, and other demographic parameters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tapes and discs housed in a controlled computer media library.

Retrievability:

Records about individuals are retrieved by an algorithm to be determined by contractor which uses name, enrollment number, which is not Social Security Number, date of birth, rank and duty location as possible inputs.

Retrievals are made on a summary basis by geographic location and demographic characteristics. Information about individuals will not be distinguishable in such summary retrievals.

Retrievals for the purposes of generating address lists for direct mail distribution of health care information may be made using selection criteria based on geographic and demographic keys.

Safeguards:

Computerized records are maintained in a controlled area accessible only to authorized personnel. Entry to these areas shall be restricted to those personnel with a valid requirement and authorization to enter. Physician entry shall be restricted by the use of locks, guards, administrative procedures (e.g., fire protection regulations). Exits used solely for emergency situations shall be secured to prevent unauthorized intrusion.

Personal data stored at a separate location for backup purposes shall be afforded protection at least comparable to the protection provided at the primary location.

Requirements for protection of information are binding on contractors or their representative and are subject to the following minimum standards:

Restrict access to personal information to those who require the records in the performance of their official duties, and to the individual who is the subject of the record or authorized representative. Access to personal information shall be restricted by the use of passwords which are changed periodically.

Insure that all whose official duties require acess to, or processing and maintenance of, personal information are trained in the proper safeguarding and use of such information.

Retention and disposal:

Computerized records on an individual are maintaimed as long as the individual is legally eligible to receive health care benefits from the Uniformed Health Services Delivery System. The records are maintained for two (2) years after termination of eligibility.

Records may be disposed of or destroyed only in accordance with DoD Component record management regulations which conform to the controlling disposition of such material as set forth in 44 U.S.C. 3301-3314. Non-record material containing personal information and other material of similar temporary nature, shall be destroyed as soon as its intended purpose has been served under procedures established by the Head of the DoD Component consistent with the following requirement. Such material shall be destroyed by tearing, burning, melting, chemical decomposition, pulping, pulverizing, shredding, or mutilation sufficient to preclude recongition or reconstruction of the information.

System manager(s) and address:

Director, Health Systems Planning, Office of the Assistant Secretary of Defense (Health Affairs), Room 3D200, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from Director, Tri-Service Medical Information System Program Office, Office of the Assistant Secretary of Defense (Health Affairs), Room 3E182, Pentagon, Washington, D.C. 20301.

Record access procedures:

Requests from individuals should be addressed to: Director, Tri-Service Medical Information System Program Office, Office of the Assistant Secretary of Defense (Health Affairs), Room 3E182, Pentagon, Washington, D.C. 20301.

Written requests for the information should contain full name of individual and sponsor if applicable and other attributes required by previously mentioned search algorithm.

Visits are limited to: Director, Tri-Service Medical Information System Program Office, Office of the Assistant Secretary of Defense (Health Affairs), Room 3E182, Pentagon, Washington, D.C. 20301.

For personal visits the individual should be able to provide a data element required to satisfy the previously mentioned algorithm.

Identification should be corroborated with a driver's license or other positive identification.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Military Department's personnel and financial pay systems.

Systems exempted from certain provisions of the act:

None

DPA DDI.A 02

System name:

Biography File

System location:

Directorate for Defense Information, Office of Assistant Secretary of Defense (Public Affairs)

Categories of individuals covered by the system:

Military and Civilian members of the Department of Defense

Categories of records in the system:

Biographical information prepared and approved for public release

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To respond to public and news-media interest, and for record purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files in paper containers

Retrievability:

By name

Safeguards:

Accessible to authorized personnel

Retention and disposal:

Permanent. Retain one copy permanently, destroy remaining copies when superseded.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:

Director for Defense Information

Office of the Assistant Secretary of Defense (Public Affairs)

Room 2E765, The Pentagon

Washington, D. C. 20301

Telephone: 202-695-3886

Record access procedures:

Requests should be addressed to:

Office of the Assistant Secretary of Defense (Public Affairs)

The Pentagon

Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records, and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Military Services and Civil Service Offices

Systems exempted from certain provisions of the act:

None

DPA DFOI.A 05

System name:

Freedom of Information Program Case Files

System location:

Primary system: Directorate for Freedom of Information and Security Review, Office of Assistant Secretary of Defense (Public Affairs)

Decentralized segments: Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office Secretary of Defense for administrative support.

Categories of individuals covered by the system:

Any citizen who makes a request for records under the Freedom of Information Program to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to Office Secretary of Defense for administrative support.

Categories of records in the system:

Name, firm, address of individual requester, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing cost to the government.

Names, titles or positions of each person primarily responsible for an initial or final denial on appeal of a request for a record.

The results of any disciplinary proceeding, including an explanation of a decision not to discipline, that was initiated against an officer or employee because a court determined arbitrary of capricious action.

Authority for maintenance of the system:

Title 5, United States Code, Section 552, The Freedom of Information Act, as amended by Public Law 93-502.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Primary system and decentralized segments are used by officials in the locations described above to administratively control requests to insure compliance with Public Law 93-502, and to research historical data on release of records so as to facilitate conformity in subsequent actions.

Primary system used for development of annual report data required by Public Law 93-502 and to compute processing costs to the government, and other management data such as, but not limited to number of requests, type or category of records requested, average processing time, average cost to requester, percentage of denials, and number of denials by exemption.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic disks, computer paper printout, index file cards, and paper records in file folders.

Retrievability:

Filed by request number and retrieval by name, subject material (to include dates) and request number using conventional indices.

Safeguards:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties. Computer access is by verification of Identification codes; one for search and another for maintenance.

Retention and disposal:

Annual departmental reports are permanent records. All other reports and files, other than appeal and control files, may be destroyed two to five years after reply, depending on document status. Appeal files are destroyed four years after final determination, or three years after final adjudication, whichever is later. FOIA control files are destroyed five years after date of last entry. Official file copies of records are disposed of in accordance with approved departmental disposition instructions or with related FOIA request, whichever provides the later disposal date.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), the Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Director, Freedom of Information and Security Review, Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, the Pentagon
Washington, D. C. 20301
Telephone: 202-697-1180

Record access procedures:

Requests from individuals should be addressed to:
Director, Freedom of Information and Security Review
Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, the Pentagon
Washington, D. C. 20301

Requests should include full name, address and affidavit or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for records originating from citizens under the Freedom of Information Act and subsequent data provided by form and memorandum by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

Systems exempted from certain provisions of the act:

None

DPA DXA.A 07

System name:

Personnel Files

System location:

Office of the Executive Assistant to the Assistant Secretary of Defense (Public Affairs) with partial files in the Offices of the Directors for Defense Information, Community Relations, and Freedom of Information and Security Review.

Categories of individuals covered by the system:

Military and Civilian personnel assigned to the Office of the Assistant Secretary of Defense (Public Affairs)

Categories of records in the system:

Partial file containing copies of material contained in each individual's master personnel record. This system contains name, address, telephone number, social security number, rank or grade, position held, temporary assignments, and other related papers pertaining to present assignment.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by The Assistant Secretary of Defense (Public Affairs) and his immediate assistants to assign personnel to duties, to maintain manning levels in timely fashion, and to provide information to each individual as required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

By name

Safeguards:

Records are maintained in locked file cabinet with access only to officials who are involved in personnel actions.

Retention and disposal:

Records are maintained while individual is assigned to Office, Assistant Secretary of Defense (Public Affairs), and for three years thereafter and are then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Executive Assistant
Office of Assistant Secretary of Defense (Public Affairs)
Room 2E813, The Pentagon
Washington, D. C. 20301
Telephone: 202-697-0792

Record access procedures:

Requests from individuals should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Central personnel files of the Military Services or the United States Civil Service

Systems exempted from certain provisions of the act:

None

DPA DXA.D 10

System name:

Privacy Act Request for Access Files

System location:

Primary System-Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Washington, D. C. 20301.

Decentralized Segments-Offices of the Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support.

Categories of individuals covered by the system:

Any citizen who makes a request for access to records under the Privacy Act to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to the Office of the Secretary of Defense for administrative support. Requests from the public for amendment of records, other questions concerning the Privacy Act, and matters pertaining to Privacy Act Program management are acted upon by the Records Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D. C. 20301.

Categories of records in the system:

Name, firm, address, and other personal identifiers of the individual requester, identification of records requested, dates and summaries of action taken, and related documents associated with processing

requests. In addition, names, titles or positions of each person primarily responsible for action on requests for records. Results of follow-on action, if any, to include request for review of refusal of the individual's request.

Authority for maintenance of the system:

Title 5, U.S.C. 552a, the Privacy Act of 1974; Public Law 93-579.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are used by officials in the locations described above to control administratively requests to insure compliance with Public Law 93-579, and to research historical data for annual report statistics and other management information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index file cards and paper records in file folders.

Retrievability:

Filed chronologically by request number and retrieved by name and/or request number using conventional indices and cross-references.

Safeguards:

Records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties.

Retention and disposal:

Files are kept for five years after date of reply in denial cases which are not appealed. Appealed cases are kept 4 years after final determination or 3 years after final adjudication by the courts whichever is later. Where access is granted, files are destroyed after two years.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from the Director, Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Room 2C757, Pentagon, Washington, D. C. 20301. Telephone: Area Code 202/697-1180.

Record access procedures:

Requests from individuals should be addressed to the office stated above and should include full name, address, and notarized signature. For personal visits, individuals should be able to present acceptable identification; that is, driver's license or comparable identity card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for access to records--under the Privacy Act--originating from citizens, and subsequent data provided by officials who hold the requested records, act upon the request, and who are involved in the review of denials of the requests.

Systems exempted from certain provisions of the act:

None

DSMC-01

System name:

Defense Systems Management College (DSMC) Personnel Information Files

System location:

Administration Division, Defense Systems Management College (DSMC), Ft. Belvoir, Va. 22060.

Systems Management Department, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

Military and civilian personnel assigned or attached to the Defense Systems Management College.

Categories of records in the system:

Data includes summary of occupational experience, education, training, security clearance, home address, home telephone number, dependent status, awards and decorations, promotion status, pay status.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supervisory officials to obtain information on which to base decisions.

Assigned Personnel Management Technicians for accomplishment of records maintenance and personnel services to individuals assigned and attached.

For publication of biographical data booklets, personnel rosters, telephone directories, and organizational charts by the Administrative Officer.

Information from records contained in the system may be provided to any component of the Department of Defense.

Disclosure to law enforcement or investigative authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary files are paper records in file folders and punched cards.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building is locked during nonbusiness hours.

File storage is in locked file cabinets. Only authorized personnel have access to files.

Retention and disposal:

Files are retained for one year after individual transfers, separates or retires; then are destroyed.

System manager(s) and address:

Chief, Administration Division, Defense Systems Management College, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-3118.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name, current address of the individual.

For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data is obtained from the individual, from official personnel folders (201 Files), from Standard Form 171, and from supervisory officials.

Systems exempted from certain provisions of the act:

None

DSMC-02

System name:

Defense Systems Management College (DSMC) Student Files

System location:

Office of the Registrar, Defense Systems Management College (DSMC), Building 202, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

All current, former, and nominated students of the Defense Systems Management College (DSMC).

Categories of records in the system:

Data includes name, dependent data, SSAN, career brief application form, security clearance, college transcripts, correspondence, DSMC grades, instructor and advisor evaluations, education reports, official orders, current address, and individual's photograph.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to provide for the administration of and a record of academic performance of current, former and nominated students.

Used by College officials to verify attendance and grades; to select instructors; to make decisions to admit students to programs and to release students from programs; to serve as basis for studies to determine improved criteria for selecting students; to develop statistics relating to duty assignments and qualifications.

Preparation by the Registrar of locator directories of current and former students which are disseminated to students, former students and other appropriate individuals and agencies for purpose of administration.

Preparation by College officials of student biographical booklets, student rosters, and press releases of student graduations.

Information contained may be reported to any agency of the Department of Defense having an official requirement for the information.

Records may be disclosed to law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files are sequenced alphabetically by last name by class and course. Locator cards are filed alphabetically in two categories: active students (by course) and former students.

Safeguards:

Records are maintained in locked cabinets, in an area accessible only to authorized personnel. Building is locked during non-business hours.

Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Registrar, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Notification procedure:

Information can be obtained from SYSMANAGER. Telephone: 703-664-3120

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name, current address and telephone number, and course and class of individual.

For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, supervisors, employers, instructors, advisors, examinations, and official military records.

Systems exempted from certain provisions of the act:

None

DSMC-03

System name:

Defense Systems Management College (DSMC) Track Record System

System location:

Primary Location - Computer Sciences Corporation, Information Network Division, 650 North Sepulveda Bouvelard, El Segundo, Ca. 90245.

Hard copy back-up files and punched card back-up files located in Systems Management Department, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

All current and former students of the Defense Systems Management College (DSMC).

Categories of records in the system:

Files contain name, SSAN, marital status, sex, date of birth, nickname, professional society membership, spouse's name, children's names, accompanied status, years of service, promotion history, job or assignment history, current years of service, current assignment code, military or civilian occupational code, DSMC assignment status, security clearance, current business telephone numbers, retirement status, educational history, class at DSMC, Grade Point Average (GPA), functional course grades, graduation status, individual survey responses, awards and recognition.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of the system are to assemble career information on current and former students of DSMC in order to provide data to enable DSMC to monitor utilization of former students; to enable DSMC to perform research to assist in refinement of student selection criteria; to provide a data base to research for the improvement of program management; to provide a system for generating student transcripts; and to provide a data base for the DSMC Mailing List System, student and graduate registers.

The Defense Systems Management College - Used in assessing incoming student experience and educational levels; to produce student registers; to monitor utilization of former students by DoD Components; to verify and consolidate measures of student performance, to produce student transcripts which may be required by former students in her/his later educational process; to perform research into the success of former students; to provide input into the DSMC Mailing List System in order to mail surveys, newsletters and other items of interest to former students including graduate registers; to perform research to improve program management.

Computer Sciences Corporation - mounts tapes and disc packs which contain files and operates the system; does not maintain the system.

Individual records in a system of records might be transferred to any component of the Department of Defense (except GPA, functional course grades and individual survey responses).

Individual records of civilian industry students or former students might be transferred to the corporation sponsoring the individual (except GPA, functional course grades and individual survey responses).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is magnetic disc.
Back-up files are magnetic computer tape and punched cards.
Hard copy back-up files are paper records in file folders.

Retrievability:

Files are sequenced by Social Security Account Number.

Safeguards:

Primary location is a controlled access area.

Operator personnel are screened and cleared in accordance with Government Services Administration contract procedures.

Access to magnetic disc and computer tapes requires computer phone number, user ID, password and project code which are only accessible to personnel authorized by the System Manager.

Back-up file storage is in a building which is locked during non-business hours and is located on a military installation.

Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, Department of Plans and Curriculum Development, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-2017.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide acceptable identification, such as, military or other ID card, driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component, and the U. S. Civil Service Commission (including their automated personnel systems).

Systems exempted from certain provisions of the act:

None

DSMC-04

System name:

Defense Systems Management Collge (DSMC) Academic Analysis System

System location:

Primary Location-Office of the Commandant, Defense Systems Management College (DSMC), Ft. Belvoir, Va. 22060.

Back-up Data File-Dept of Systems Management, Defense Systems Management College, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

All current and former Program Management Course (PMC) students and participants in DSMC Cooperative Graduate Programs.

Categories of records in the system:

File contains individual's name, SSAN, sex, date of birth, service affiliation, affiliation status, years of service, promotion history, job or assignment history, current assignment code, military or civilian occupation code, educational history, class at DSMC, DSMC class standing, DSMC grade point average, DSMC functional course grades, graduation status, pre-and post-test scores, Miller Analogies Test scores, Graduate Record Exam scores, individual survey responses, and course enrollment data and course grades in DSMC Cooperative Graduate Programs.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of this system are: To provide a research data base for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs, to provide a research data base for evaluating the quality and performance of current and former PMC students as well as DSMC Cooperative Graduate Program participants, and to facilitate administration of DSMC Cooperative Graduate Programs.

DSMC officials designated by the Commandant-Used to determine areas for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs; used to evaluate the quality and performance of current and former PMC students as well as participants in DSMC Cooperative Graduate Programs; used to administer DSMC Cooperative Graduate Programs; used for monitoring participation in DSMC Cooperative Graduate Programs and for counseling PMC students regarding participation; used to furnish DSMC Cooperative Graduate Program enrollment data for PMC student academic evaluation reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is paper records in file folders.

Back-up data file is punched cards.

Retrievability:

Filed by class alphabetically by last name of PMC student and participant in Cooperative Graduate Programs.

Safeguards:

Primary file is in a locked cabinet.

Back-up data file is in a building which is locked during nonbusiness hours and is located on a military installation.

Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commandant, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-2017.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide some acceptable identification, such as military or other identification card, driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administration Instruction No. 81.

Record source categories:

Information is provided by the individual, staff and faculty of DSMC, each DOD Component and the U. S. Civil Service Commission (including their automated personnel systems), educational institutions and testing services.

Systems exempted from certain provisions of the act:

None

DSMC-05

System name:

Biographical Record System

System location:

Program Manager Biographies-Department of Research and Publications, Defense Systems Management College.

Board of Visitor Biographies, Department of Plans and Curriculum Development, Defense Systems Management College.

Program Management Course Guest Lecturer Biographies-Department of Program Management, Defense Systems Management College.

Executive Course Guest Lecturer Biographies-Department of Executive Management, Defense Systems Management College.

Categories of individuals covered by the system:

Key governmental officials.

Guest Lecturers at the Defense Systems Management College.

Present and past members of the Board of Visitors and Policy Guidance Council.

Categories of records in the system:

Files contain official biographic data, such as: individual's position, title, current business affiliation, record of past experience and education, awards and honors, memberships, addresses, phone numbers, photographs, etc.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College, ' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to provide information for selection and introduction of guest lecturers and to perform research.

Department of Plans and Curriculum Development-To develop statistical data on Department of Defense Program Management Offices; to present data to Policy Guidance Council to determine worthiness of nominees to serve on Board of Visitors.

Department of Program Management-To provide the credentials of guest lecturer to the students prior to the presentation.

Department of Executive Management-To present the credentials of guest lecturer to the students prior to the presentation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name, except program manager/deputy program manager files which are filed by organization titles.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, Department of Research and Publications, Defense Systems Management College, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-5783.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain full name of the individual, current position and affiliation.

Visits are limited to the departments at the school where the information is filed. For personal visits, the individual must provide acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Key official data from official Governmental files.

Board of Visitors nominee data from Policy Guidance Council members, present Board of Visitors members, DSMC Commandant and 'Who's Who.'

Guest Lecturer data from guest lecturers themselves, from their offices, or from Agency Public Affairs Offices.

Systems exempted from certain provisions of the act:

None

DSMC-06

System name:

Defense Systems Management College (DSMC) Mailing List

System location:

Primary location-Computer Sciences Corporation, Information Network Division, 650 North Sepulveda Boulevard, El Segundo, Ca. 90245.

Hard copy back-up files and punched card back-up files located in Systems Management Department, Defense Systems Management College, Building 202, Fort Belvoir, Va. 22060.

Categories of individuals covered by the system:

All former students of the Defense Systems Management College (DSMC); members of the DSMC Policy Guidance Council and Board of Visitors; program managers associated with defense systems acquisition programs; key acquisition managers throughout Department of Defense; former staff and faculty members of the DSMC and individuals desiring to be included in the system.

Categories of records in the system:

File contains name, SSAN, Class at DSMC, job code, mailing address, rank or grade, position and professional title and affiliation.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to provide a mailing list for distribution of newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals included in the system.

DSMC - Used to disseminate newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals on the DSMC mailing list; to prepare registers of former graduates; to prepare lists of Department of Defense Program Managers.

Computer Science Corporation - Mounts tapes and disc packs which contain files and operates the system; does not maintain the system.

Any individual records in a system of records might be transferred to any component of the Department of Defense or other Government agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is magnetic disc.

Back-up files are magnetic computer tape and punched cards.

Hard copy back-up files are paper records in file folders.

Retrievability:

Files are retrievable by name, SSAN, class, job code and zip code.

Safeguards:

Primary location is a controlled access area.

Operator personnel are screened and cleared in accordance with Government Services Administration contract procedures.

Access to magnetic disc and computer tapes requires computer phone number, user ID, password and project code which are only accessible to personnel authorized by the System Manager.

Back-up file storage is in a building which is locked during non-business hours and is located on a military installation.

Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, Department of Research and Publications, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-5783.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide acceptable identification, such as, military or other ID card, driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component and the U. S. Civil Service Commission (including their automated personnel systems).

Systems exempted from certain provisions of the act:

None

DUSDRE 02

System name:

OUSDRE Personnel Administration Files

System location:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office Secretary of Defense, Room 3E1006, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All employees assigned to or considered for positions in OUSDRE including civilian and military personnel and consultants.

Categories of records in the system:

These files contain position descriptions; biographical resumes, qualification statements, (SD 171, SD 173, SD 398, SF 161, etc.); Confidential Statement of Affiliations and Financial Interests, Department of Defense Personnel (DD Form 1555); requests for personnel actions (SD 52, 108); notification of Personal Action (SD 50); appointments affidavits (SF 61, 61B); award recommendations; appraisals

and efficiency reports; time and attendance records (SF 1135); travel orders and vouchers; and security clearance information.

Authority for maintenance of the system:

10 USC 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These files are used primarily for internal personnel and administrative management. Specific uses include: Determining eligibility for appointment to positions; reviewing financial interest and background of individual applying for appointments; comparing individuals resumes with job requirements. Used to keep accounting of time worked; travel performed; orders issued awards given to personnel and security clearance granted. The information contained in these personnel files is used by the office manager, supervisory personnel and the Under Secretary of Defense for Research and Engineering in the management of his organization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of the individual concerned.

Safeguards:

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are temporary in nature and are destroyed after individuals leave employment of OUSDRE or are no longer under consideration for employment.

System manager(s) and address:

Executive Assistant to USDRE, Office of the Secretary of Defense, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:

Personnel Assistant

Office of the Executive Assistant to USDRE

Room 3E1006, Pentagon

Washington, D. C. 20301

Telpehone: 202-695-6556

Written requests for information should contain the full name of the individual, current address, telephone number, and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be vertified with his 'case folder'.

Record access procedures:

Request should be addressed to SYSMANAGER as shown above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the Directorate for Personnel and Security, Security Division, Washington Headquarters Services, Department of Defense, individuals concerned, travel vouchers, security forms, travel orders, individual's supervisors, and time and attendance clerks.

Systems exempted from certain provisions of the act:

None

DUSDRE 03

System name:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Inventor's File.

System location:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office Secretary of Defense, Room 3E1006, Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

All persons who have submitted inventions, ideas, and proposals for consideration by the Department of Defense.

Categories of records in the system:

These files contain correspondence with individuals concerning their inventions, ideas, and proposals submitted to the Department of Defense; evaluations by government employees of those inventions, ideas, and proposals.

Authority for maintenance of the system:

10 USC 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information in this file is primarily collected to give consideration to the inventions, ideas, and proposals submitted by the public. These files are used to reply to correspondence and inquiries from the public and other government agencies. The information contained in these files is used by the staff of OUSDRE.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Retained in active files for a period of five years and then transferred to the Washington National Records Center, Suitland, Maryland, 20409.

System manager(s) and address:

Director, Program Control and Administration, Office of the Secretary of Defense, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:

Assistant Director, Program Control and Administration

Room 3E1030, Pentagon

Washington, D.C. 20301

Telephone: 202-697-4994

Written requests for information should contain the full name of the individual, current address and telephone number and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be verified with his 'case folder'.

Record access procedures:

Request should be addressed to SYSMANAGER as shown above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by individuals who send their inventions, ideas, and proposals to the Department of Defense and government employees who evaluate the inventions, ideas, and proposals.

Systems exempted from certain provisions of the act:

None

DUSDRE 04

System name:

Requests for Two-year Foreign Residence Waiver Files

System location:

Security Policy and Review Division-Office of the Director Program Control and Administration, Office of the Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense.

Categories of individuals covered by the system:

Any foreigner applying for a Waiver of Foreign Residency.

Categories of records in the system:

Files contain requests for waiver of foreign residency.

Authority for maintenance of the system:

Mutual Educational and Cultural Exchange Act of 1961 (75 Stat. 535).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Policy and Review Division-To evaluate requests for Waivers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper Records in file folders.

Retrievability:

Filed alphabetically by last name of individual

Safeguards:

Records are located in a facility guarded by Military and GSA Guards 24 hours a day seven days a week. Records are maintained in an area accessible only to authorized personnel.

Retention and disposal:

Records are permanent. Retained in active file for ten years.

System manager(s) and address:

Director, Program Control and Administration, OUSDRE, Office of the Secretary of Defense, Pentagon Building, Washington, D. C.

Notification procedure:

Information may be obtained from:
Security Policy and Review Division
Room 3D1067
Pentagon Building
Washington, D. C. 20301
Telephone: 202-697-3459

Record access procedures:

Requests from individuals should be addressed to: Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense, Pentagon Building, Washington, D. C. 20301

Written requests for information should contain full name of individual, current address and telephone number and approximate date of waiver request.

For personal visits individual should be able to provide appropriate identification

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81

Record source categories:

Application and related correspondence from sponsor and individual requesting waiver.

Systems exempted from certain provisions of the act:

None

DWHS BF01

System name:

Travel Files

System location:

Directorate for Budget and Finance, Travel Branch, Washington Headquarters Services (WHS), Department of Defense (DoD), Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Personnel assigned to the Office of the Secretary of Defense and the Organization of the Joint Chiefs of Staff who perform travel; includes military, civilian and WOC/WAE consultants.

Categories of records in the system:

File contains copy of travel orders, paid travel claims, airline schedule and copy of Government Transportation Requests (GTRs) issued.

Authority for maintenance of the system:

10 USC 136(b)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determination of the costs of trips performed by OSD and OJCS personnel

Find out if travelers have filed their vouchers after completion of trips.

Determine indebtedness to the Government if per diem payments do not liquidate travel advances.

Individuals assigned to OSD/OJCS components authorized to research files to collect appropriate data to fulfill missions of component.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Records kept in unlocked file cabinets.

Retention and disposal:

Records maintained by fiscal year, current and previous fiscal year on hand, subsequently retired to Washington National Records Center.

Disposal in accordance with OSD Administrative Instruction No. 15.

System manager(s) and address:

Chief, Travel Branch, Directorate for Budget and Finance, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Chief, Travel Branch
Director for Budget and Finance
Washington Headquarters Services
Department of Defense
Room 3B279, Pentagon
Washington, D.C. 20301
Telephone: 202-697-1269

Record access procedures:

Requests from individuals should be addressed to: Chief, Travel Branch, Directorate for Budget and Finance, Washington Headquarters Services, Department of Defense, Room 3B279, Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of individual with notarized signature, current address and telephone number, and include fiscal year of travel.

Visits are limited to Travel Branch, Directorate for Budget and Finance, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

For personal visits the individuals should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that can be verified with his folder.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Travel orders, travel vouchers, airline schedules, copy of GTRs.

Systems exempted from certain provisions of the act:

None

DWHS CD01

System name:

OSD General Correspondence Files

System location:

Correspondence Control Division, Directorate for Correspondence and Directives, Washington Headquarters Services (WHS), Department of Defense (DoD), Room 3A948, Pentagon, Washington, D. C. 20301

Categories of individuals covered by the system:

Individuals who address a variety of subjects to the Office of the Secretary of Defense, and those who address Defense-related matters to the White House.

Categories of records in the system:

Includes general correspondence addressed to and emanating from the Office of the Secretary and the Deputy Secretary of Defense, and correspondence addressed to White House officials and, because the subject matter, referred to DoD for reply

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reference material for follow-up actions and responses to additional inquiries from the same persons.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfiche with hard-copy backup in file folders.

Retrievability:

Filed by subject matter with alphabetical sub-system.

Safeguards:

Building protected by security guards. Records are maintained in a secure area accessible only to authorized personnel.

Retention and disposal:

Records are retained in active file until end of the calendar year, held one additional year in inactive file and subsequently transferred to the the National Records Center, where records are destroyed or permanently preserved in accordance with records disposal authority as dictated by subject matter.

System manager(s) and address:

Chief, Correspondence and Control Division, Directorate for Correspondence and Directives, Washington Headquarters Services, Department of Defense, Room 3A948, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
Director for Correspondence and Directives, Washington Headquarters Services,
Department of Defense
Room 3B946
Pentagon
Washington, D.C. 20301
Telephone: 202-697-8261

Record access procedures:

Requests from individuals should be addressed to: Director for Correspondence and Directives, Washington Headquarters Services, Department of Defense, Room 3B946, Pentagon Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number, a brief description of the subject matter, and the approximate date of the communication, if known.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employing office's identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Correspondence originating with the individual, DoD agencies, and other Federal agencies.

Systems exempted from certain provisions of the act:

None

DWHS CD02

System name:

Cable Division Personnel Administration Files

System location:

Cable Division, Directorate for Correspondence and Directives, Washington Headquarters Services (WHS), Department of Defense (DoD), Room 3E925, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All individuals employed or military assigned to the Cable Division.

Categories of records in the system:

These files contain position descriptions; qualification statements, (SF 171, SF 172, OP 8, SD 295, SD 37, etc.); Confidential Statement of Affiliations and Financial Interests Department of Defense Personnel (DD Form 1555); requests for personnel actions (SD 52); notification of Personnel Action (SD 50); award recommendations; appraisals and efficiency reports; security clearance information DD Forms 398, DD Forms 1584, CS 8.

Authority for maintenance of the system:

10 USC 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These files are used primarily for internal personnel and administrative management. Specific uses include: Determining eligibility for assignment to positions; comparing individual's resumes with job requirements; used to keep abreast of performance, awards given to personnel and security clearances granted. The information contained in these personnel files is used by the office manager and supervisory personnel in the Cable Division.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name and Social Security Number of individual concerned.

Safeguards:

Building guards. Records are maintained in a secure area accessible only to authorized personnel.

Retention and disposal:

Records are retained in active file until military reassignment or individual leaves employment of the Cable Division; and in an inactive file until no longer under consideration for reemployment.

System manager(s) and address:

Director for Correspondence and Directives, Washington Headquarters Services (WHS), Department of Defense, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
Chief, Cable Division
Directorate for Correspondence and Directives, Washington Headquarters Services, Department of Defense.
Room 3E925, Pentagon
Washington, D.C. 20301
Telephone: 202-697-8151

Written requests for information from individuals should be addressed to Directorate for Correspondence and Directives, Cable Division, Washington Headquarters Services, Department of Defense, Room 3E925, Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification; that is, driver's license, employing office's identification card, give verbal information that could be verified with his/her 'case folder'.

Record access procedures:

Request should be addressed to SYSMANAGER as shown above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the Directorate for Personnel and Security, WHS, the individual concerned, and the individual's supervisors.

Systems exempted from certain provisions of the act:

None

DWHS P01

System name:

Supergrade Correspondence, Reports, and Case Files

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301

Categories of individuals covered by the system:

Any candidate who is being recommended for an executive level position.

Categories of records in the system:

File contains copy of individuals SF-171, position description, organizational chart, applicable CSC forms, SF-161 or 161A, correspondence between Directorate for Personnel and Security, WHS, and CSC, management officials and other selected documents.

Authority for maintenance of the system:

5-USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Directorate for Personnel-to maintain a case file of background information for each executive level request, both approved and disapproved. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), the President's Commission on Military Compensation, The TriService Medical Information System (TRIMIS), Washington Headquarters Services (WHS), and the Civil Service Commission for information necessary for the Commission to carry out its Government-wide personnel management functions is part of routine use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by organization, then alphabetically by name.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Files maintained indefinitely.

System manager(s) and address:

Director for Personnel and Security, (WHS), Room 3B347, Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

SF-171 from individual, other material obtained from personnel office, records and statements from management officials.

Systems exempted from certain provisions of the act:

None

DWHS P02

System name:

Job Opportunity Announcements

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Any applicant for employment who applies for a specific vacancy.

Categories of records in the system:

File contains copies of Job Opportunity Announcement, original certificate of eligibles, rating sheet for all applicants, rating schedule or definition of 'best qualified' and copies of non-selection and not certified letters.

Authority for maintenance of the system:

5 USC 3301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel and Security Directorate: To advertise vacant positions and to solicit applications for employment from qualified individuals for organizations serviced. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), TriService Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), is part of routine use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Applications retained until selection is made and file closed. Then destroyed. Completed file disposed of in two years or CSC inspection, whichever earlier.

Storage:

Paper records in file folders

Retrievability:

Filed by Job Opportunity Announcement number and title.

Safeguards:

Building employs security guards. Records are maintained in file cabinet in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Records are maintained for a two year period or Civil Service Commission inspection, whichever occurs earlier. Then they are destroyed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301 Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Application and related forms from the individual applying for position, supervisory appraisals from current or previous employers, forms completed by persons whose names are given as reference, ratings and correspondence from Directorate for Personnel and Security, WHS,

Systems exempted from certain provisions of the act:

None

DWHS P03

System name:

DoD Program for Stability of Civilian Employment

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Employees of OSD who have been affected by Reduction-in-Force and who were eligible and elected to register in the program and employees and reinstatement eligibles who registered for overseas employment consideration.

Categories of records in the system:

Standard Form 171, with attachments, if any, registration form, computer printed resume and related forms.

Authority for maintenance of the system:

5 USC 3501

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel Offices throughout Defense Department-to maintain a record of persons registered into program by each em-

ploying CPO. System includes file of employees serviced by the System Manager, who are entitled to Priority Referral for repromotion and reemployment. Central Referral Activity, Dayton, Ohio maintains automated system and refers eligible employees to other DoD activities as required by regulation. Armed Forces Information Services (AFIS), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), the Office of Dependents Education, the Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Folders maintained in active file until employee is either placed or declines placement or eligibility expires, then moved to inactive file. Files maintained for two years from date dropped from the program.

Storage:

Paper records in file folders.

Retrievability:

Filed by name, alphabetically

Safeguards:

Building employs security guards. Records are maintained in file cabinets in the areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Files are maintained for a two year period from the date the person is dropped from the system, then they are destroyed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Application and related forms from individual, registration forms completed by Personnel Operations Division, resume and related automated forms furnished by Central Referral Activity, Dayton, Ohio.

Systems exempted from certain provisions of the act:

None

DWHS P04

System name:

Reduction-In-Force Case Files

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Civilian employees serviced by OSD SYSMANAGER who have been reached for reduction-in-force actions.

Categories of records in the system:

Copies of retention registers, letters from management officials, letters prepared by Personnel to individual regarding type of action required, correspondence from individual concerned and other miscellaneous correspondence concerning the specific action.

Authority for maintenance of the system:

5 USC 1302, 3502

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain a case file on each reduction-in-force situation in serviced organizations for record purposes of SYSMANAGER. Background information for the Civil Service Commission in case of appeal. Review by OSD management officials in cases of questions of qualifications. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Serivce Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed alphabetically by last name. Destroy two years after case is closed.

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name. Destroy two years after case is closed.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Destroy two years after case is closed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Letters to individuals originated by Personnel, Retention Registers furnished by Personnel, correspondence from management officials, correspondence from individual concerned, correspondence from Civil Service Commission and correspondence from appeals examiner in case of an appeal.

Systems exempted from certain provisions of the act:

None

DWHS P05

System name:

Roster of When Actually Employed Employees

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Clerical civilian employees employed by the Office of the Secretary of Defense on a 'when actually employed' basis.

Categories of records in the system:

Alphabetical list of employees and 3x5 card file also filed alphabetically. Request from management for services of When Actually Employed employee.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For use in Civilian Personnel Operations Division, to maintain record of WAE clerical employees, where they are assigned, working hours, contact address and telephone number, title and grade of their position and type of security clearance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Alphabetical list maintained in three-ring binder, updated as changes occur. 3x5 cards maintained in same manner. Requests from management retained until requirements completed.

Storage:

Paper records in notebook and card file.

Retrievability:

Information retrieved alphabetically, by last name.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Information maintained on a current basis only.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information obtained from individuals Official Personnel Folder and individual concerned.

Systems exempted from certain provisions of the act:

None

DWHS P06

System name:

DoD-Wide Civilian Career Program for Comptroller/Financial Management Personnel

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All employees in organizations serviced by SYSMANAGER who are eligible for GS-14 and above vacancies in the following job classification series: 501, 504, 505, 510 and 560, and positions of Comptroller or Deputy Comptroller regardless of series.

Categories of records in the system:

Standard Form 171's, supervisory appraisals and copy of Job Opportunity Announcement.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Applications are accepted for referral for current vacancies, located at the Office of the Secretary of Defense or other Department of Defense components, i.e., Department of Army, Department of Navy, Department of Air Force, Armed Forces Information Services (AFIS), Defense Advanced Research Projects Agency (DARPA), Defense Communications Agency (DCA), Defense Contract Audit Agency (DCAA), Defense Intelligence Agency (DIA), Defense Investigative Service (DIS), Defense Mapping Agency (DMA), Defense Nuclear Agency (DNA), Defense Security Assistance Agency (DSAA), Defense Supply Agency (DSA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Applications filed in folders by title and grade level of position. Supervisory career appraisals filed with application.

Storage:

Paper records in file folders.

Retrievability:

Information located by title and series of vacancy applied for.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Applications retained until position filled. Applications of non-selected candidates returned to them. Application of selectee filed in official Personnel Folder or returned to candidate if up-to-date application on file.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Applications from individuals, supervisory appraisals from current and former supervisors, information for Job Opportunity Announcements from Department of Defense Agency with vacancy.

Systems exempted from certain provisions of the act:

None

DWHS P07

System name:

Incentive Awards Records

System location:

Directorate for Personnel and Security, Washington Headquarters Serices (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Civilian Employees recommended for awards: Quality Salary Increases, Outstandings, Sustained Superior Work Performance Awards, Secretary of Defense Meritorious Civilian Service Award, Department of Defense Distinguished Civilian Service Award, Department of Defense Distinguished Public Service Award, Secretary of Defense Outstanding Public Service Award and various non-government awards.

Categories of records in the system:

Master log maintained on above awards, copies of signed citations by the Secretary of Defense, nominations which contain name, grade and title, period of recommendation and assigned activity. Disclosure file maintained on all nominations for awards which require name, address, occupation, telephone number, and educational background, and are submitted to non-government agencies.

Authority for maintenance of the system:

5 USC 451

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel-to determine eligibility for awards, statistical data regarding awards. Non-Government agencies which offer awards programs such as the William A. Jump Memorial Foundation, the Rockefeller Public Service Awards Program, and the Arthur S. Flemming Awards Commission. The Civil Service Commission for information necessary for the Commission to carry out its Government-wide personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To provide assistance in writing justifications for awards and to process the awards in a reasonable amount of time.

Storage:

Metal five drawer legal size file cabinet.

Retrievability:

Filed by Fiscal Year with a master log.

Safeguards:

Building patrolled by security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Recommendations received from the Immediate Office of the Secretary of Defense, Joint Chiefs of Staff, all Offices of the Secretary of Defense elements, Military Departments, Defense Agencies, private citizens.

Systems exempted from certain provisions of the act:

None

DWHS P08

System name:

Worker's Compensation-On-The-Job Injuries Report File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301

Categories of individuals covered by the system:

Civilian employees injured on the job.

Categories of records in the system:

Case files containing required injury reports which include name, SSN, DOB, telephone number, type of injury, address, and assigned activity.

Authority for maintenance of the system:

5 USC 8101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Director for Personnel and Security, WHS, and Labor Department for purposes of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To provide assistance in submitting appropriate forms for injuries.

Storage:

Metal five drawer legal size file cabinet

Retrievability:

Filed by name of employee with card index.

Safeguards:

Building patrolled by security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Files are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Civilian employees of the Office of the Secretary of Defense and Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

Systems exempted from certain provisions of the act:

None

DWHS P09

System name:

Computer Data Base

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All civilian employees serviced by Directorate for Personnel and Security, WHS.

Categories of records in the system:

The following data is stored in addition to that required by Civil Service Commission: Position Number, Position Tenure, Organization Code, Building Code, Date of Last Within Grade Increase, Due Date for Within Grade Increase, Highest Grade Held, Date of Last Promotion, Expiration Date of Appointment (If applicable), Nine Month Appraisal Date (If applicable), Leave Category, Special Category, Type of Appointment, Date of Current Appointment, Marital Status, Legal Residence, Security Clearance and Health Benefits Status.

Authority for maintenance of the system:

EO 9830 and 5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel and Security Directorate-Data extracted as required by Civil Service Commission for Central Personnel Data File. Certain fields used as required for statistical data. Stored data printed on personnel change forms to report a change in status i.e., Standard Form 50, DA 2515. Extracts of data base used periodically to insure currency of files. Alphabetic locator to verify employment organizational staffing summary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Used daily to update employee's records as changes occur.

Storage:

IBM Computer 370

Retrievability:

Files may be retrieved and sorted by any field in Data Base.

Safeguards:

Building has security guards. User of Data Base must have a 'user code' in order to be admitted access to computer room.

Retention and disposal:

Records are permanent and current as long as the employee is employed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Processing documents initiated by the Directorate for Personnel and Security and employee's Standard Form 171.

Systems exempted from certain provisions of the act:

None

DWHS P10

System name:

Training File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Employees applying for Training Programs.

Categories of records in the system:

Standard Form 171, Optional Form 37, Optional Form 170, DD Form 1556, SD Forms 446 and 447, Training Record Card File, which contains name, social security number, date of birth, home address, annual salary, and office and home telephone number.

Authority for maintenance of the system:

5 USC 4101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Personnel and Security Directorate to determine eligibility for training assignments. The Civil Service Commission for information necessary for the Commission to carry out its Government wide personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To ensure that complete records are maintained for program evaluation purposes.

Storage:

Metal five drawer legal size file cabinet without lock.

Retrievability:

Filed by training program name and employee name.

Safeguards:

Building has security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in the Training and Career Development Branch at all times.

System manager(s) and address:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Employees submit application forms.

Systems exempted from certain provisions of the act:

None

DWHS P12

System name:

Executive Development Programs File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301

Categories of individuals covered by the system:

Employees applying for executive development programs.

Categories of records in the system:

Optional Form 69 individual development plans, SF171, SF-59, which contain name, social security number, date of birth, home address, annual salary, and office and home telephone number.

Authority for maintenance of the system:

5 USC 4101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel and Security Directorate-to determine eligibility for specialized development programs. The Civil Service Commission for information necessary for the Commission to carry out its Government-wide personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To ensure that complete records are maintained for program evaluation purposes.

Storage:

Metal five drawer legal size file cabinet without lock.

Retrievability:

Filed by training program name and employee name.

Safeguards:

Building has security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Employees submit application forms.

Systems exempted from certain provisions of the act:

None

DWHS P13

System name:

Management Intern File

System location:

Directorate for Personnel and Security, Washington Headquarters Services, (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Management trainees on rotational assignments.

Categories of records in the system:

Standard Form 171 and resumes which contain name, Social Security Number, date and place of birth, home address, annual salary, and office and home telephone number.

Authority for maintenance of the system:

5 USC 3301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel and Security Directorate: for purposes of determining appropriate rotational assignment of management interns.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To ensure that complete records are maintained for trainee evaluation.

Storage:

Metal five drawer legal size file cabinet without lock.

Retrievability:

Filed by trainee's name.

Safeguards:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information obtained from employment applications submitted by individual; supervisory evaluation from previous employers.

Systems exempted from certain provisions of the act:

None

DWHS P14

System name:

Blood Donor Files

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Any blood donor with the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

Categories of records in the system:

File cards contain name, rank (if military), duty phone, home phone, duty activity and room number, blood type and dates of donations.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-to determine eligibility for blood replacement. To provide source of contacts for emergency blood requirements. To determine eligibility for issuance of gallon donor certificates.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Weekly screening of cards to determine if individual is eligible to donate blood.

Storage:

3x5 Cardex File.

Retrievability:

Filed alphabetically by last name of donor.

Safeguards:

Building has security guards. File is maintained in an area accessible only to authorized personnel.

Retention and disposal:

Records are permanent for the duration of the individual's participation as a blood donor.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Civilian Health Clinic-Pentagon and the individual blood donors.

Systems exempted from certain provisions of the act:

None

DWHS P15

System name:

Department of Defense Distinguished Service Medal Files

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Personnel recommended for the Department of Defense Distinguished Service Medal

Categories of records in the system:

Master Log, copy of approved award signed by the Secretary of Defense, which contain name, grade, Social Security Number, duty title, duty activity and period of assignment.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-to insure that certificate, citation, and engraved medal are obtained for the individual receiving award.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To insure that all records are maintained and to insure that all award elements are processed in a timely manner.

Storage:

Metal five drawer legal size file cabinet with lock.

Retrievability:

Filed by case number with a master log.

Safeguards:

Building has security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in the Military Personnel Division at all times.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Recommendations received from the immediate Office of the Secretary of Defense.

Systems exempted from certain provisions of the act:

None

DWHS P16

System name:

Joint Service Commendation Medal Recommendations File

System location:

0051(03)

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel recommended for the Joint Service Commendation Medal.

Categories of records in the system:

Original recommendation, approval, copy of orders, and forwarding memorandum, which contains name, grade, Social Security Number, duty title, duty activity, home address, next duty assignment, and period of assignment.

Authority for maintenance of the system:

10 USC 1121

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-to insure that certificate, citation, orders, and medal are forwarded to individual receiving award. Insure that copy of orders are forwarded for individual service record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To insure that all records pertaining to the Joint Service Commendation Medal are up-to-date and to insure that all award elements are processed in a timely manner.

Storage:

Metal five drawer legal size file cabinet with lock.

Retrievability:

Filed by case number with a master log.

Safeguards:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

Retention and disposal:

Records are permanent. Maintained for two years then transferred to the Federal Record Center.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security (WHS), Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction NO. 81.

Record source categories:

Recommendations received from various OSD/OJCS related activities.

Systems exempted from certain provisions of the act:

None

DWHS P17

System name:

Assignment Folders

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel currently on duty with the Office of the Secretary of Defense, and activities serviced by WHS.

Categories of records in the system:

File folders on each individual which contains all pertinent information on his nomination, selection, and duty tour within the Office of the Secretary of Defense.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Military Personnel Division-to have a basic source folder of military personnel assigned which includes name, grade, social security number, service, previous duty station, schooling, duty title, duty activity, and other pertinent data relating to the individuals career and assignment with the Office of the Secretary of Defense, and activities serviced by WHS.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To have a source document pertaining to personnel assigned to the Office of the Secretary of Defense. and activities serviced by WHS. To insure that a folder is initiated on all individuals upon acceptance for assignment to the Office of the Secretary of Defense, and activities serviced by WHS.

Storage:

Metal five drawer file cabinet with lock.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building has security guards. Files are maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are retained for approximately six months after individual's departure then they are destroyed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories: Information is provided from nomination folder and actions initiated by the Office of the Secretary of Defense.

Systems exempted from certain provisions of the act:

None

DWHS P18

System name:

The Office of the Secretary of Defense Identification Badge Suspense Card System

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All Army/Navy/Air Force/Marine Corps personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

Categories of records in the system:

All personnel who are eligible for the Office of the Secretary of Defense Identification Badge after being assigned on permanent duty with the Office of the Secretary of Defense, and activities serviced by WHS, for a period of one year. Data includes names, social security account number, The Office of the Secretary of Defense activity, grade, service, and dates.

Authority for maintenance of the system:

10 USC 1125

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-to establish who is eligible for the Office of the Secretary of Defense Identification Badge after being assigned to an authorized space in the Office of the Secretary of Defense, and activities serviced by WHS.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Issuance of the Office of the Secretary of Defense Identification Badges at end of each month for eligible personnel.

Storage:

3x5 Cardex File

Retrievability:

Filed alphabetically by last name of recipient.

Safeguards:

Building has security guards. Office locked during non-working hours.

Retention and disposal:

Records are permanent. Maintained in the Military Personnel Division at all times.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Written or verbal inquiries.

Systems exempted from certain provisions of the act:

None

DWHS P19

System name:

General/Flag Officer Files

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All General/Flag Officers assigned to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and Defense Agencies.

Categories of records in the system:

Separate file on each General/Flag officer position in the Office of the Secretary of Defense and the Organization of the Joint Chiefs of Staff and Defense Agencies. Each file contains information on the position (SD Form 37, Position Description) and information on the General or Flag officer filling the position, to include all correspondence nominating him for the position and a summary of his military record, including prior assignments, awards, etc.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a centralized file to incorporate all staffing and personnel correspondence dealing with General/Flag officer positions and incumbents in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and Defense Agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Maintain files and update as correspondence relating to the General/Flag officer position as it comes in.

Storage:

Metal five drawer file cabinet with lock.

Retrievability:

Filed by organization and position.

Safeguards:

Building has security guards. File is maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are not permanent. Maintained in the Military Personnel Division at all times. Destroyed one year after departure date.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347,Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency s rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

All documents relating to General/Flag officers and/or their positions.

Systems exempted from certain provisions of the act:

None

DWHS P20

System name:

Report of Personnel Assigned Outside of Department of Defense

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All Department of Defense personnel working in any organization outside the realm of the Department of Defense.

Categories of records in the system:

Reflects personnel and assignment data in each Department of Defense personnel working outside the Department of Defense. This data includes name of individual, rank, social security number, service (GS rating if civilian), organization assigned to, and title of job. Also, included is the date of assignment and projected loss date of the individual concerned. The report also reflects in each case whether the position is reimbursable or non-reimbursable.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Serves as a central Department of Defense record of what Department of Defense personnel are working outside the Department of Defense and for what organization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

This report is updated quarterly, based on information obtained from the military departments.

Storage:

Metal five drawer file cabinet with lock.

Retrievability:

Filed by month and year of report.

Safeguards:

Building has security guards. File is maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in the Military Personnel Division at all times.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Quarterly reports received from the military departments.

Systems exempted from certain provisions of the act:

None

DWHS P21

System name:

Duty Status Cards

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel currently on duty with the Office of the Secretary of Defense and activities serviced by WHS, and all military personnel who have departed.

Categories of records in the system:

5x8 cards which include name, grade, social security number, service, duty title, duty activity, and other related information pertaining to the individual's duty assignment with the Office of the Secretary of Defense, and activities serviced by WHS.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-Duty tour suspense, personnel requisition suspense, locator index of personnel who have departed and record of individual's duty status within the Office of the Secretary of Defense, and activities serviced by WHS and other related information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To have a basic source document for military personnel. To insure that a status card is initiated on all military personnel (permanent and temporary) upon arrival to the Office of the Secretary of Defense, and activities serviced by WHS.

Storage:

Metal file cabinet.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building has security guards. File is maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in Military Personnel Division permanently.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information provided by the nomination folder and from the individual being assigned.

Systems exempted from certain provisions of the act:

None

DWHS P22

System name:

General/Flag Officer Roster

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All General and Flag Officers assigned to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and the Defense Agencies.

Categories of records in the system:

Contains data on each General/Flag officer possition in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and the Defense Agencies. Position information included Organization and Title of Position, Authorized Grade and Service and Rotation sequence among the services. Information on the individual inlcudes: Name, rank, assigned grade and service, Social Security Number, date assigned, projected loss date and date of rank.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide centralized base for recording all General/Flag officer staffing changes in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and Defense Agencies with regard to: Requisitioning of personnel, notification of arrival and departure of personnel and changes in pertinent personnel data. To provide pertinent data for use in the Department of Defense wide General/Flag officer reduction program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Computer printout updated quarterly.

Storage:

Printouts filed in secured metal cabinets.

Retrievability:

Filed by month and year of issue.

Safeguards:

Building has security guards. File is maintained in an area that is secured during nonworking hours.

Retention and disposal:

Records are maintained for approximately two years, then destroyed.

System manager(s) and address:

Director of Personnel and Security, (WHS), Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

All personnel and assignment actions relating to General and Flag officer positions and personnel.

Systems exempted from certain provisions of the act:

None

DWHS P23

System name:

Roster of Military Personnel

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

Categories of records in the system:

Computer printout reflects data in each position in the Office of the Secretary of Defense and activities serviced by WHS, and the individual filling it. Position information includes organization and title of position, authorized grade, authorized service and the military class code of the position. Information on the individual includes name, rank, social security number, date of rank, service, date assigned to the Office of the Secretary of Defense and activities serviced by WHS, and their projected loss date.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division/Office of the Secretary of Defense, and activities serviced by WHS/Defense Agencies/and the Military Departments-to provide a base for recording all military personnel changes in the Office of the Secretary of Defense and activities serviced by WHS with regard to: requisitioning personnel, notification of their arrival, all changes in rank, date of rank, dates of arrival and departure. For use by the service desks in the Military Personnel Division to facilitate personnel records checks and various military personnel staffing actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Computer printout updated monthly-copies sent to Military Departments and all activities within the Office of the Secretary of Defense for information and manning purposes.

Storage:

Metal five drawer file cabinet with lock.

Retrievability:

Filed by month and year of issue.

Safeguards:

Building has security guards. File is maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in the Military Personnel Division at all times.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel, OSD, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

All personnel and assignment related actions initiated in/out of the Office of the Secretary of Defense.

Systems exempted from certain provisions of the act:

None

DWHS P24

System name:

Navy Officer Personnel Service Records.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Navy Officer Personnel currently assigned to the Office of the Secretary of Defense, for duty and activities serviced by WHS.

Categories of records in the system:

Personnel service records reflecting the career history of individual.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-Provides a basic source of information on career history and other pertinent data relating to the individuals previous duty stations, schooling and assignment with the Office of the Secretary of Defense, and activities serviced by WHS, Defense and Navy Investigative Service-for personal security eligibility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To insure that all information pertaining to the individuals military career is kept current.

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building employs security guards. Records maintained in locked cabinet in an area that is secured during non-working hours.

Retention and disposal:

Records are retained only while officer is assigned to duty with the Office of the Secretary of Defense. Upon completion of duty, the records accompany officer to next duty station. Records of officers who retire, resign or released from active duty, are forwarded to the Naval Reserve Personnel Center, New Orleans, LA 70146.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Forms and correspondence prepared and provided by the individual and SYSMANAGER.

Systems exempted from certain provisions of the act:

None

DWHS P25

System name:

Overseas Staffing Files

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Personnel assigned to positions overseas.

Categories of records in the system:

Standard Form 171's, SF-1190's, travel orders, letters to Army Finance Office concerning pay, overseas quarters allowances, post differentials, etc., Standard Form 52, messages concerning the individual's return rights, home leave, etc., to and from overseas area.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are used to place individuals in overseas positions located in Defense Advance Research Projects Agency (DARPA), and North Atlantic Treaty Organization (NATO), Office of the Secretary of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Applications and documents filed in folders by name and title of position.

Storage:

Paper records in file folders.

Retrievability:

Filed by employee name.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Retained until individual returns to the United States, then destroyed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The individual, overseas staff office, other Federal Agency offices.

Systems exempted from certain provisions of the act:

None

DWHS P26

System name:

Protective Services File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3B278, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Any individual who initiates contact with the Secretary or Deputy Secretary of Defense in person, by United States mail, or telephonically who may possibly pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense or other United States Government Officials.

Categories of records in the system:

File cards containing only data provided by the individual, which normally includes individual's name, address, type of communication, and a brief description of the message the individual intended to relay to the official or officials noted.

Authority for maintenance of the system:.

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physical Security Branch, Security Division, Directorate for Personnel and Security, WHS-to maintain a listing of those individuals who may pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense or other United States Government officials. Routine exchange of data is made with the United States Secret Service.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed by name and by residence of the sender, caller or visitor.

Storage:

Vertical File Cards.

Retrievability:

By name and by residence of the sender, caller or visitor.

Safeguards:

Secure room.

Retention and disposal:

Indefinite.

System manager(s) and address:

Chief, Security Division, Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Room 3B278, Pentagon, Washington, D. C. 20301.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

See Exemption

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 522a (j) or (k) as applicable. For additional information contact the SYSMANAGER.

DWHS P27

System name:

Pentagon Building Pass Application File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3B278, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Any Office of the Secretary of Defense military or civilian employee, any Defense contractor associated with the Office of the Secretary of Defense or other persons who have reason to enter the Pentagon for official Office of the Secretary of Defense business and who therefore require an entry pass.

Categories of records in the system:

File cards containing name, sponsoring office with the Office of the Secretary of Defense and activities serviced by WHS, height, weight, date and place of birth. In addition, the entry pass identification number and expiration date are noted.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physical Security Branch, Security Division, Directorate for Personnel and Security, WHS-to maintain a listing of personnel who are authorized a Pentagon building pass by the Office of the Secretary of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed by the individual's name or entry pass number.

Storage:

3x5 file cards.

Retrievability:

By the individual's name or entry pass number.

Safeguards:

Secure room.

Retention and disposal:

File cards are destroyed after termination of the individual's affiliation with the Office of the Secretary of Defense and activities serviced by WHS.

System manager(s) and address:

Chief, Security Division, Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Room 3B278, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Physical Security Branch, Security Division, Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B278, Pentagon, Washington, D. C. 20301. Telephone: 202-697-7396.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

All data maintained in the system is received voluntarily from individual Pentagon Building pass applicants.

Systems exempted from certain provisions of the act:

None

DWHS P28

System name:

The Office of the Secretary of Defense Clearance File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3B278, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Military and civilian employees of the Office of the Secretary of Defense, its components and support organizations including the United States Court of Military Appeals and the United States Mission to NATO; experts and consultants serving with or without compensation; staff members of congressional committees requiring access to classified information or material, employee of other agencies detailed to the Office of the Secretary of Defense, very important people selected to attend orientation conferences, USO and Red Cross applicants for overseas posts.

Categories of records in the system:

Background investigations, national agency checks, security clearance actions, security violations, and supporting documents, briefings and debriefings.

Authority for maintenance of the system:

EO 10450

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Division, Directorate for Personnel and Security, WHS-to grant and maintain security clearances or access. Other Government agencies: To make available investigative material to authorized representatives of other security offices for extension of clearance to other Government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

Storage:

Files maintained in file folders.

Retrievability:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

Safeguards:

Files are maintained in vaulted alarmed areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. Retained in active files until separation or end of requirement for security clearance. Held in waiting file for 10 years.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

See Exemption

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 522a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

DWHS P29

System name:

Employee Assistance Program Case Record Systems

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All civilian employees who are referred by management for, or voluntarily request, counseling assistance.

Categories of records in the system:

Systems are comprised of case records on employees which are maintained by counselors and consist of information on condition, current status, and progress of employees who have alcohol, drug, emotional, or other job performance problems.

Authority for maintenance of the system:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the counselor in the execution of his/her counseling function as it applies to the individual employee. With specific, written authority of the employee, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to the other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Case records are stored in paper file folders.

Retrievability:

By employee name or by locally assigned identifying number.

Safeguards:

all records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

Retention and disposal:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WSH), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

Systems exempted from certain provisions of the act:

None

DWHS P30

System name:

Labor Management Relations Records Systems

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Civilian employees who are involved in a grievance which has been referred to an arbitrator for resolution; civilian employees involved in the filing of an Unfair Labor Practice complaint which has been referred to the Assistant Secretary of Labor-Management Relations; union officials, union stewards; and representatives.

Categories of records in the system:

Records comprise: Manual files, maintained in paper folders, manually filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor Practice with whom OSD has dealings: field activities maintain manual roster of local union officials and union stewards.

Authority for maintenance of the system:

Executive Order 11491, as amended 'Labor-Management Relations in the Federal Service.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of Defense (to include Army, Navy, Air Force, and other DoD agencies) in the performance of their official duties related to the Labor-Management Relations Program, e.g., Administration implementation of arbitration awards; interpretation of the Executive Order through third party case decisions; National consultation and other dealings with the recognized unions. Representatives of the U.S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the administration of the Labor Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records are stored in paper folders.

Retrievability:

Manual records are retrieved by case subject, case number, and/or individual employee names.

Safeguards:

All manual files are accessible only to authorized personnel having a need to know.

Retention and disposal:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, The Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Request for access to records may be obtained from the SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Arbitrator's office; Office of the Assistant Secretary of Labor for Labor-Management Relations; union headquarters officers.

Systems exempted from certain provisions of the act:

None.

DWHS P31

System name:

Department of Defense Superior Service Medal

System location:

Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Personnel recommended for the Department of Defense Superior Service Medal.

Categories of records in the system:

Master log, copy of approved award signed by the Secretary of Defense, which contains name, grade, duty title, duty activity, and period of assignment.

Authority for maintenance of the system:

Executive Order 11904

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Authorized personnel of the Office of the Secretary of Defense and activities serviced by WHS, for purposes of insuring that certificate, citation, and engraved medal are obtained for the individual receiving the award.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Metal five-drawer legal size file cabinet with lock.

Retrievability:

Filed by case number with master log.

Safeguards:

Building has security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Records are permanent. Retained for approximately two years, then transferred to Federal Records Center.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from the Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Recommendations received from Office of the Secretary of Defense/Organization of the Joint Chiefs of Staff (OSD/OJCS) and related activities.

Systems exempted from certain provisions of the act:

None

DWHS P32

System name:

Standards of Conduct Inquiry File

System location:

Primary System-Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Individuals who have been alleged to have violated the Department of Defense Standards of Conduct or the conflict of interest statutes.

Categories of records in the system:

Files in the Office of the Director for Personnel and Security, WHS, which are used in the performance of the functions of the office. The files contain information about individuals in regard to allegations of violations of the Department of Defense Standards of Conduct or the conflicts of interest statutes.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 137/EO 11222

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of the files is by the professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of the General Counsel, Office of the Secretary of Defense, Department of Justice and DoD Components. Purpose of the files is to provide information for professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of General Counsel to resolve various standards of conduct problems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name.

Safeguards:

Stored in metal filing cabinets with locking devices and metal combination safes depending on classification.

Retention and disposal:

Files are retained as long as there is official interest in the case; then destroyed or retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager, Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305. Valid proof of identity is required.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in files is obtained from various sources including correspondence, press releases, investigations performed by the Department of Defense and other agencies and congressional committees, and other systems of records in the Department of Defense.

Systems exempted from certain provisions of the act:

This system of records is exempt under the authority of (k)(2) and (5) of Title 5, U.S.C. Section 552a from subsections (c)(3) and (d) of that statute which would require the disclosure of: (a) investigatory material compiled for law enforcement purposes. However, if any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or otherwise be eligible, as a result of the maintenance of such material, the material shall be provided to that individual, except to the extent that its disclosure would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence, or; (b) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, or Federal contracts, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

At the time of the request for a record, a determination will be made concerning whether a right, privilege, or benefit is denied or the specific information which would reveal the identity of a source.

DWHS P33

System name:

Statements of Affiliations and Financial Interests File

System location:

Primary System-Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Individuals who have been required to file Confidential Statement of Affiliations and Financial Interests-Department of Defense Personnel (DD Form 1555).

Categories of records in the system:

Files in the Office of the Director for Personnel and Security, WHS which are used in the performance of the functions of the office. The files contain information about individuals in regard to their financial interests and affiliations which may impact on their official duties.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 137/EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of the files is by the professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of the General Counsel, Office of the Secretary of Defense, Department of Justice and DoD Components. Purpose of the files is to provide information for professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of the General Counsel to avoid and resolve conflict of interest problems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name.

Safeguards:

Stored in metal filing cabinets with locking devices and metal combination safes depending on classification.

Retention and disposal:

Files are retained as long as there is official interest in the case; then destroyed or retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washingon, D. C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager, Director of Personnel and Security, Washington Headquarters Servicess (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305. Valid proof of identity is required.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in files is obtained directly from the individual on DD Form 1555, 'Confidential Statement of Affiliations and Financial Interests - Department of Defense Personnel.'

Systems exempted from certain provisions of the act:

None

DWHS P34

System name:

Non-Career Personnel Job Files

System location:

Primary location-Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Information is collected concerning individuals employed by the Office of the Secretary of Defense who occupy non-career positions. Such information includes biographical information about these individuals. The following excepted positions are in included: Non-Career Assignments (NEA's) and Schedule C appointments. Reports are made for all authorized positions whether encumbered or vacant, new positions created or eliminated, vacancies filled, and new vacancies.

Categories of records in the system:

System contains the person's first and last name, date of appointment, date of initial appointment, date vacated, race, ethnic background, sex, year of birth, domicile, career status, mailing address, residence and business phones, whether the individual is a veteran or handicapped, and certain background information.

Authority for maintenance of the system:

Executive Order 11478, 'Equal Employment Opportunity in Federal Government,' and a Presidential Memorandum dated July 27, 1977, 'Non-Career Personnel Job File'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records are used to provide the Presidential Personnel Office with timely reports on the progress of hiring for non-career positions. Reports which include information on all current positions and incumbents are submitted to the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, for submission to the Presidential Personnel Office. A consolidated monthly report from the Office of the Secretary of Defense and the Military Departments is forwarded by the 10th of the following month to the Presidential Personnel Office. Monthly reports include all changes since the previous report. Information in the Non-Career Personnel Job File is collected and maintained by the Office of the Secretary of Defense and transmitted solely to the Presidential Personnel Office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and computer tapes.

Retrievability:

Filed by organization, then by grade in descending order.

Safeguards:

Records are maintained in locked file cabinets in areas acessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Data is updated every month with personnel changes. Records are maintained permanently.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager. Valid proof of identity is required (e.g., building pass with photograph or temporary building pass and driver's license, or Social Security Number).

Record access procedures:

Procedures for gaining access by an individual to his records may be obtained from the Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Personnel files are compiled in the Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, with information that has been obtained from applicants and incumbents of non-career positions by DD Form 2087.

Systems exempted from certain provisions of the act:

None

DWHS SPM001

System name:

Application for Pentagon Parking Permit

System location:

Space Management and Services Directorate, Washington Headquarters Services, Office of the Secretary of Defense.

Categories of individuals covered by the system:

Parking applications received from employees of the Office of the Secretary of Defense and those oforganizations serviced by OSD.

Categories of records in the system:

File includes DD Form 1199, Application for Pentagon Parking Permit; DD Form 1200, Pentagon Parking Permit Replacement/Re-Use of Space Request; DD Form 1971, Parking Control Card; OSA Form 605, Certificate and Agreement on Lost or Stolen Permit.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To assign Pentagon parking to eligible personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card records in card file.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Under direct control of OSD Parking Control Officer. Office locked and guarded.

Retention and disposal:

Records are kept on active applicants and destroyed when they depart Office of the Secretary of Defense and satellite organizations.

System manager(s) and address:

Director, Space Management and Services, Washington Headquarters Services, Office of the Secretary of Defense, the Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:

Director, Space Management and Services, Washington Headquarters Services, Office of the Secretary of Defense

Room 3C345

Pentagon

Washington, D. C. 20301

Telephone: 202-697-7241

Record access procedures:

Requests from individuals should be addressed to: Director, Space Management and Services, Washington Headquarters Services, Office of the Secretary of Defense, Room 3C345, the Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name of the individual and the name of the employing component.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or Pentagon building pass.

Contesting record procedures:

The Agency's rules for acess to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Application for Pentagon Parking Permit, DD Form 1199 and related forms.

Systems exempted from certain provisions of the act:

None

DWHS SPM002

System name:

Pentagon Computeride

System location:

Primary System - Air Force Data Services Center

Decentralized Segments - Parking Control Office, Office of the Secretary of Defense; Pentagon Central Parking Office, Department of the Army; Parking Control Office, Department of Air Force; Parking Control Office, Department of Navy.

Categories of individuals covered by the system:

All personnel who participate in Pentagon Building car pools.

Categories of records in the system:

Name of individual, DoD Component Code, home address, working hours, Pentagon office room number, office phone number, map coordinate of home address.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Parking Control Offices - To assign and administer allocated car pool parking spaces at the Pentagon.

Air Force Data Services Center - To provide printout to each indiviudal in the system which lists other participants who live near him who are potential car pool prospects and to provide complete printout of all participants to parking control offices and General Services Administration.

Indiviudals - To contact other participants on either his individual printout or the parking control office complete printout to determine their interest in carpooling.

General Services Administration - To use car pool data in area wide system when and if implemented.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and computer paper printouts.

Retrievability:

Information is accessed and retrieved by name and home address map grid.

Safeguards:

All participants have access to the data.

Retention and disposal:

Data is retained only on active participants.

System manager(s) and address:

Director, Space Management and Services, Washington Headquarters Services, Office of the Secretary of Defense, the Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:

Director, Space Management and Services, Washington Headquarters Services, Office of the Secretary of Defense

Room 3C345

Pentagon

Washington, D. C. 20301

Telephone: 202-697-7241

Record access procedures:

Requests from individuals should be addressed to: Director, Space Management and Services, Washington Headquarters Services, Office Secretary of Defense, Room 3C345, the Pentagon, Washington D. C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or Pentagon building pass.

Contesting record procedures: The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

DoD Computeride Application Form DD 1950

Systems exempted from certain provisions of the act:

None

DEFENSE ADVANCED RESEARCH PROJECT AGENCY

E DARPA 001

System name:

Travel File

System location:

Administrative Services, Defense Advanced Research Projects Agency (DARPA), 1400 Wilson Boulevard, Arlington, Va. 22209.

Categories of individuals covered by the system:

All DARPA employees military and civilian who make one or more TDY trips for DARPA. Selected government employees who visit DARPA on official business at DARPA's expense and certain nongovernment personnel traveling on Invitational Travel Orders for DARPA.

Categories of records in the system:

Traveler's name, order number, order date, office, days authorized, travel date, estimated cost, remarks, origin, date travel voucher submitted to Finance, date returned from Finance, total cost, destination, estimated miles (rental car), actual miles (rental car), car cost, Government Transportation Request (GTR), GTR date, and airlines ticket costs.

Authority for maintenance of the system:

5 USC 301; Department of Defense Directive No. 5105.41, March 23, 1972, establishing DARPA as a separate agency of the Department of Defense under the direction, authority, and control of the Secretary of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Primarily for internal management administrative, and budgetary needs. Director and Deputy Director, DARPA Staff Assistants, all Project Officers, and Personnel & Administrative Officers. Provides daily, weekly and monthly status reports to top management and all Project Directors concerning status of travel funds, locations of travel, frequency of travel, per diem costs, transportation costs, number of days in travel, and various other matters regarding travel of personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper print outs, paper records and correspondence in file folders, also, magnetic disc.

Retrievability:

Accessed by last name, by office, or by any of the data fields listed in Record Category.

Safeguards:

Paper copies are maintained in areas accessible only to authorized personnel. Building employs security guards. File access is available to authorized personnel who have been assigned system pass words.

Retention and disposal:

Paper files will be destroyed by burning or pulping after audit or 3 years whichever occurs first. There are no plans to retire or destroy ADP files.

System manager(s) and address:

Director, Administrative Services, DARPA, 1400 Wilson Boulevard, Arlington, Va. 22209.

Notification procedure:

Information may be obtained from

Director, Administrative Services, DARPA

Room 605, Architect Bldg

1400 Wilson Blvd

Arlington, Va. 22209

Telephone: 202-694-3998

Record access procedures:

Requests from individuals should be addressed to: Director, Administrative Services, DARPA, 1400 Wilson Boulevard, Arlington, Va. 22209.

Written requests for information should contain the full name of the individual, the period for which the information is required and specific categories of information required.

For personal visits, the individual should be able to provide DoD Identification Card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

DARPA Special Orders (TDY, Invitational, PCS, etc.,) Travel Vouchers as submitted by travellers and as returned by the local finance offices.

Systems exempted from certain provisions of the act:

None

E DARPA 002

System name:

Biographical Sketch

System location:

Administrative Office, Defense Advanced Research Projects Agency, (DARPA), 1400 Arlington Boulevard, Arlington, Va. 22209.

Categories of individuals covered by the system:

All DARPA current employees, military and civilian.

Categories of records in the system:

Biographical sketch contains name, place of birth, Date of Birth (DoB), home address, home phone; Service Computation Date (SCD), DARPA reporting date, DARPA project office, room number, office phone, position title and grade; experience; education, degree/year and field; membership in professional societies/committees; awards or special achievements; professional or technical papers published, including dates; future training desired; spouse's name; names and ages of children; hobbies; remarks. Additional data for military personnel includes temporary rank/ grade, permanent rank/ grade; professional training received within past three years, current thoughts regarding future service assignments.

Authority for maintenance of the system:

5 USC 301; Department of Defense Directive No. 5105.41, March 23, 1972, establishing DARPA as a separate agency of the DoD under the direction, authority and control of the Secretary of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To update management with a concise sketch of DARPA employees, when needed for award ceremonies or interviews.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Biographical sketches are in employee's file folder.

Retrievability:

Accessed by last name

Safeguards:

Combination locked file cabinets. Material is maintained in areas accessible only to authorized personnel. Building employs security guards.

Retention and disposal:

Records are maintained while employee is with DARPA; records are destroyed by burning 2 years after employee has left DARPA.

System manager(s) and address:

Administrative Officer, Defense Advanced Research Projects Agency (DARPA), 1400 Wilson Boulevard, Arlington, Va. 22209.

Notification procedure:

Information may be obtained from:
Administrative Officer, DARPA
Room 827
1400 Wilson Boulevard
Arlington, Va. 22209
Telephone: 202-694-3236

Record access procedures:

Requests from individuals should be addressed to: Administrative Office, DARPA 1400 Wilson Boulevard, Arlington, Va. 22209.

Written requests for information should contain the full name of the individual, his project office, and period employed in DARPA.

For personal visits, the individual first needs to identify himself as a DARPA employee.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by individuals concerned.

Systems exempted from certain provisions of the act:

None

E DARPA 004

System name:

ARPA Personnel

System location:

Defense Advanced Research Projects Agency, 1400 Wilson Blvd., Arlington, VA 22209

Categories of individuals covered by the system:

Current and former ARPA employees, civilian and military, consultants and part-time employees.

Categories of records in the system:

File contains individuals Bio Data: Name, Prename, DOB, Age, Education; Classification Data: Job Series, Job Title, Pos Des Nr., Salary; Grade Data: Grade Type, Grade, Step, ARPA Promotion, Last WGI, Next WGI; Civ Ser Data: SCD, Yrs. Govt; ARPA Data: Project, Civilian-Military-Professional-Support, Proj. No., EOD ARPA, Left ARPA, Yrs. ARPA; Mil. Data: Rank, Service, Reassgn Due, Slot Rank, ARPA Award, Date of Rank, Pos Des; Review Data: Clearance, Current office assignment data, Eligibility for Retirement; Remarks; Mailing Data: Title, Name, Spouse Name, Street, City, State, Zip, Home Phone; Office Data: Name, Office Phone, Room, Div.

Authority for maintenance of the system:

5 USC 301; Department of Defense Directive No. 5105.41, dated March 23, 1972, establishing ARPA as a separate Agency of the Department of Defense under the direction, authority, and control of the Secretary of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Mainly for internal managerial and administrative needs. Director and Deputy Director, ARPA, Administrative Officer, Staff Assistant, Administrative Office, and Systems analysts have access to complete file. Information in different combinations is used for monthly manpower counts, staffing balance for civilian vs. military, professional vs. clerical; grade and salary count. Individual organizational configuration only is available to appropriate Office Director for their managerial needs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic disk, computer paper print outs, paper records and correspondence in file folders.

Retrievability:

Data is retrievable by last name as well as by any of the data fields listed in RECORD CATEGORY

Safeguards:

Access to total file limited by password; building employs security guards. Files are maintained in combination locked files and in areas accessible only to authorized personnel that are properly screened and trained.

Retention and disposal:

Files are permanent. There are no plans to retire or destroy ADP files. Paper files are destroyed by burning 2 years after employee has left ARPA.

System manager(s) and address:

Administrative Officer, ARPA, 1400 Wilson Blvd., Arlington, VA 22209

Notification procedure:

Information may be obtained from:

Administrative Officer
Room 827
Architect Bldg.
1400 Wilson Blvd.
Arlington, VA 22209
Telephone: 202-694-3236

Record access procedures:

Requests from individuals should be addressed to: Administrative Officer, ARPA, 1400 Wilson Blvd., Arlington, VA 22209

Written requests for information should contain the full name of the individual, the ARPA office assigned to currently or previously, and the period of employment with ARPA.

For personal visits, the individual should be able to provide some acceptable identification, such as ARPA pass, DoD pass, or verbal information that could be verified in his file.

Contesting record procedures:

ARPA's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Administrative Officer, ARPA.

Record source categories:

Information is gathered from SF 171, SF 50, DD 2515, Optional Form 8, OSD Military staffing plan and roster, military award forms.

Systems exempted from certain provisions of the act:

None

UNITED STATES AIR FORCE

F01001 AFA A

System name:

01001 AFA A Cadet Administrative Records.

System location:

At United States Air Force Academy CO 80840.

Categories of individuals covered by the system:

AF Academy Cadets.

Categories of records in the system:

(1) Information on automobiles to be purchased by cadets; (2) List of items to be shipped at government expense for involuntarily dismissed cadets and cadets discharged from the Academy; (3) Substantiating documents to insure cadet store purchases over

25 are for personal use or a bonafide gift and controlling restrictive purchases; (4) Flight manifests, host information and TDY destinations for cadet movements away from the Academy.

Authority for maintenance of the system:

10 USC 8012 Secretary of the Air Force: powers and duties; delegation by; 10 USC 9331 Establishment; Superintendent; faculty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Superintendent; faculty. (1) Provide supervisory personnel with immediate information concerning cadets of their automobiles which will aid in locating cadets or their autos or help supervisors make realistic decisions concerning automobile ownership or automobile related situations, alert supervisory personnel to the possibility of individual tendencies to commit unsafe acts and thus provide opportunity for corrective counseling; (2) Used by cadet and outprocessing section to accomplish required outprocessing actions and to establish a record of distinctive military items turned in to liquidate their indebtedness and record a clearance and itemized listing of articles shipped; (3) Used by cadet store management to insure cadet store purchases over

25 are for personal use or a bonafide gift and to record restrictive purchases; (4) Establish and maintain control of cadet contingents away from USAF Academy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card file, file folders and computer paper printouts.

Retrievability:

Filed by name, identification number, system identifier or military service number.

Safeguards:

Records are accessed by person(s) responsible for servicing or using the record system in performance of their official duties.

Retention and disposal:

(1) Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (2) Retained in office files for six months after the individual terminates military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (3) Retained in office files until graduation or elimination from training, then transferred to staging area, USAF Academy, CO 80840 for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (4) Retained in office files for two years after annual cut-off then retired to Washington National Records Center, Washington DC 20409, for permanent retention. Retained in office files until training is completed and posted to applicable documents, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commandant of Cadets, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From individuals, source documents and trip planning worksheets.

Systems exempted from certain provisions of the act:

NONE

F01001 0CGBUZA

System name:

01001 0CGBUZA Individual Weight Control File.

System location:

At Air Force (AF) unit of assignment; servicing medical facility. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

Air Force active duty military personnel. Air Force Reserve Personnel who are enrolled in the Weight Control Program.

Categories of records in the system:

File contains: individual weight control record; letters informing individual of overweight status, scheduling medical evaluation, and documenting monthly medical progress; general military training record.

Authority for maintenance of the system:

USC 8012 Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

file purpose is to document a person's progress in Weight Control program. Those authorized access to the file are the individual, Unit Commander, Unit Weight Control Monitor, medical personnel, Major Command (MAJCOM) Monitor, CBPO and legal personnel on a need to know basis in performing offical duties. The file keeps individual informed of weight loss in attaining maximum allowable weight, provides history of weight loss and counseling, provides an input for medical determinations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name by Social Security Number (SSN) and grade.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance

of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

Retention and disposal:

When a person achieves the desired weight standard, file is forwarded to servicing medical facility to be included in individuals medical records.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Commander, Unit of Assignment. Inquiries on existence of a file should include full name, grade, SSN, and should go to Unit of Assignment. Personal visit proof of identity requires possession of Armed Forces Identification Card.

Record access procedures:

Commander Unit of Assignment. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual.

Systems exempted from certain provisions of the act:

NONE

F01102 ARPC A

System name:

01102 ARPC A Locator or Personnel Data.

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel. Retired and former Air Force military personnel. ARPC civilian personnel. Air Force active duty military personnel.

Categories of records in the system:

Cards, forms, ledgers, record request, computer listings containing individual's name or names, Social Security Number (SSN), Air Force service number, grade, reserve status, present and former address, record of employer, parent and other relative of reservist or personnel data. Veterans Administration claim number, education institutes reservist attended, school affiliations. Correspondence to and from Federal agencies and employers trying to establish current address of reservists; vouchers for medical service, final payment of medical service bills, medical action required; notes indicating if individual is authorized to earn point credit; and other personnel data. Documents which contain a summary of action taken or to be taken.

Authority for maintenance of the system:

10 USC 267, Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; 10 USC 268, Ready Reserve: Training requirements; 10 USC 271, Ready Reserve: continuous screening; 10 USC 273, Standby Reserve: composition, inactive status list; 10 USC 275, Personnel records; 10 USC 278, Dissemination of Information; 10 USC 279, Training Reports; 10 USC 8012, Secretary of the Air Force: powers and duties, delegation by; 10 USC 591, Reserve components: qualifications; 10 USC 592, Commissioned officer grades; 10 USC 593, Commissioned officer: appointment, how made, term; 10 USC 594, Commissioned officers: original appointment limitation. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to control records distribution, to record location of record, actions taken or/to be taken, used to manage individual's records, to answer inquiries from individual and Air Force units to which individuals are assigned or are to be assigned or other agencies with a need to know of action taken, verify if author of a letter, was a member/or is a member of reserve and what his or her SSN should be, search for good address and stop computer mail from going to bad address, refer for administrative discharge action on reservist that cannot be located, advise reservist or civilian of reserve matters or center actions, provide comprehensive record of all medical actions taken by Surgeon's Office and record authorization for physical examinations at Government expense or no expense and record voucher number, preparing point credit authorization and forwarding authenticated point credit forms to servicing personnel office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on paper tape and on computer cards.

Retrievability:

Filed by Name, by Social Security Number (SSN), by Military Service Number, by other identification number or system identifier and/or voucher number, school affiliation, by Air Force Service Number, or by last address of Reservist.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver CO 80280.

Notification procedure:

Request from individual should be addressed to Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address, and the case (control) number shown on correspondence received from Center. Records may be reviewed in records review room ARPC, 7300 East First Avenue, Denver CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve I.D. card and/or drivers license and give some verbal information that could verify his/her military records such as place of birth, reserve status.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Extract from individual records, individual advance personnel data computer system. For address information secured from last recorded employer, postmaster of city of last recorded address, telephone information operator at last city of good address, parents of reservist, other relatives of reservist, Veterans Administration if reservist has a claim number listed in master personnel record, college or university reservist attended, Selective Service Boards, Internal Revenue Service, public utilities or any other lead that may be found in the master personnel record of the reservist, military pay records at Air Force Accounting and Finance Center, Lowry AFB, Denver CO 80279, log books and from Consolidated Base Personnel Offices. Medical information is also secured from medical facilities, physicians, medical specialists.

Systems exempted from certain provisions of the act:

NONE

F01102 DAYX A

System name:

01102 DAYX A Base, Unit, and Organizational Military and Civilian Personnel Locator Files

System location:

At Headquarters, United States Air Force, and at Air Force Installations, to include bases, units, offices, and functions. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force active duty military personnel; Air Force Reserve Personnel; Air Force civilian employees; dependents may be included at the option of the installation, unit, or organization.

Categories of records in the system:

Cards or listings may contain the individuals name, grade, military service identification number, social security number, duty location, office telephone number, residence address and residence telephone number, and similiar type personnel data determined to be necessary by the local authority.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to locate personnel assigned to, attached to, tenanted on, or on temporary duty at the specific installation,office,base, unit,function, and/or organization in response to specific inquiries from official government activities for the conduct of business. Files are used locally to locate and administer programs and personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on paper records in card or form media in visible file binders/cabinets card files or on computer paper printouts.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, or when superseded or no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Primary location: Director of Administration, Headquarters, US Air Force, Washington, DC Decentralized Location: Privacy officer of the installation, base, unit, organization, office or function to which the individual is assigned, attached, tenanted on or on temporary duty. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Individual must furnish full name and the names of Air Force installation, unit and organization,office,or function to which assigned, attached, tenanted on or on temporary duty at, including the calendar years of such service. The individual may visit the Locator Office or Privacy Officer at the place of assignment. No identification is required to determine if the system contains records pertaining to a specific individual.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces or from individuals or personnel records.

Systems exempted from certain provisions of the act:

NONE

F01102 DPEEB A

System name:

01102 DPEEB A Congressional and Other High Level Inquiries.

System location:

At Headquarters United States Air Force. Inquiries concerning Air Force or Air Force reserve personnel procurement policies and procedures may also be located at headquarters of the major air commands, numbered Air Force or comparable levels. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force military personnel serving on active duty, in the Air Force Reserve, or retired or discharged from the Air Force. Civilian personnel currently or formerly employed by the Air Force. Personnel attending Air Force training institutions or undergoing training under Air Force sponsorship.

Categories of records in the system:

Background information and information reflecting Air Force policies and procedures; copies of inquiries received from the Office of the President, Members of Congress and other high level sources requesting information by or oon behalf of a constituent; copies of replies to such inquiries including transmittal media used en route from and to the Air Force Office of Legislative Liaison (SAF/LL).

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: power and duties; delegation by; and 10 USC 8032, general duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information pertinent to the inquiry is forwarded to SAF/LL for preparation of the reply to the high level requester. In some instances, response may be direct to the requester without referral through SAF/LL; however, when required by directive, copies of such responses are furnished SAF/LL. The records may be used in responding to subsequent inquiries concerning the same individual. The record system may be audited periodically to determine trends on the nature of complaints and questions and for statistical purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by the custodian of the record system and by persons responsible for servicing the records in performance of their official duties who are properly cleared for need-to-know. Records are stored in security file containers/cabinets, locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which case was closed, then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Duputy Chief of Staff/Personnel, Headquarters United States Air Force; commanders of major air commands, numbered air forces or comparable level activities.

Notification procedure:

Requests from individuals must contain reasonable particulars about the subject in question and should be addressed to the respective system manager.

Record access procedures:

Individual can obtain assistance in gaining access from the respective system manager. Individual's request must contain reasonable identifying particulars about the subject in question.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information provided by major command or consolidated base personnel office personnel, manual or automated personnel records, Air Force policies and procedures, copies of inquiries, congressional/high level officials'/constituents' comments or requests and Air Force replies thereto.

Systems exempted from certain provisions of the act:

NONE

F03001 0CGBUZA

System name:

03001 0CGBUZA Drug/Alcohol Abuse Control Case Files.

System location:

At servicing Air Force (AF) installation social actions office. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty military personnel and dependents, Air Force civilian employees, and Air Force Reserve personnel, who are enrolled in a drug/alcohol rehabilitation program.

Categories of records in the system:

As a minimum, the file contains forms and commander's letters documenting date and means of identification, categorizing type of abuse, and indicating that individual has completed the rehabilitation program.

Authority for maintenance of the system:

Section 408, drug-abuse office and treatment act of 1972 (Public Law 92-255; 21 USC 1175).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To document a person's progress in the rehabilitation program. Those authorized to review, handle, or have access to the file are social actions and medical personnel directly engaged in rehabilitation of a person, Veterans Administrat ion (VA) treatment personnel in cases of members transferred directly to VA in active duty status, official members of rehabilitation evaluation group, Commanders in member's chain of command, and persons authorized by Public Law 92-255, section 408(b)21 United States Code 1175(b)). The file is used to develop a treatment regimen, to assist rehabilitation evaluation group make decisions for rehabilition program dispositions, and to prepare recurring reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets safes and controlled by personnel screening.

Retention and disposal:

Destroy one year after completion of follow on phase of rehabilitation by tearing into pieces, shredding, pulping, macerating, or burning, unless needed as background for case files supporting a separation action or other actions under directives, in which case, disposition will be the same as the file which they support. Files at George AFB, CA and Nellis AFB, NV will be retained for one year after completion of rehabilitation, permanent change of station or separation or 31 Dec 79, whichever is later.

System manager(s) and address:

Deputy Chief of Staff Personnel, Headquarters United States Air Force.

Notification procedure:

Chief, Social Actions servicing AF installation. Requests to determine existence of a file should include full name, grade, and unit of assignment. Personal visit proof of identity requires full name and possession of Department of Defense (DD) Form, 2 AF, Armed Forces Identification Card; DD Form 1173, Uniformed Services Identification and Privilege Card; or driver's license and personal recognition of counselor.

Record access procedures:

Chief social actions servicing AF installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions, personnel records. individuals.

Systems exempted from certain provisions of the act:

NONE

F03003 DPMSC A

System name:

03003 DPMSC A Casualty Files

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Headquarters United States Air Force, Washington DC 20330. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. At headquarters of major commands and at bases of assignment of casualty or which provide casualty assistance to next of kin.

Categories of individuals covered by the system:

Any United States Air Force (USAF) member who is or might become a casualty.

Categories of records in the system:

Record of Casualty. This pertains to all personnel on active duty, to Air force Academy cadets, Air Force Reserve and Air National Guard personnel performing authorized inactive duty for training or traveling directly to or from such place of duty, and Air Force Reserve Officers Training Corps (AFROTC) applicants or members on annual training duty for 14 days or more or who are traveling to or from the designated place of such duty who become very seriously ill or injured (VSI), seriously ill or injured (SI), or suffer from an incapacitating illness or injury (III), or who become missing, missing in action, interned, captured or detained by a foreign power. These records pertain to certain civilian employees of the Air Force paid from appropriated funds who become missing, missing in action, interned, captured or detained by a foreign power while assigned overseas or who are on temporary duty from the Continental United States (CONUS) to overseas or who are traveling to or from the designated place of such duty under competent authority, certain unique situations on civilian employees and dependents of military personnel who become missing, missing in action, interned, captured or detained by a foreign power in mishaps while traveling aboard Military Airlift Command (MAC) or MAC-chartered flights or by other means of MAC oversea travel, and certain civilian employees in the CONUS when their missing status was the proximate result of their employment. Casualty Case File. These files pertain to all officers and airmen on active duty or extended active duty (including personnel in absent without leave, desertion, or dropped from the rolls status). The files also pertain to Air Force Academy cadets, all Air Force Reserve and Air National Guard officers and airmen performing authorized inactive duty for training or traveling directly to or from such place of duty, all AFROTC applicants or members on annual training duty for 14 days or more or traveling to or from the designated place of such duty, and certain civilian employees of the Air Force paid from appropriated funds who become missing, missing in action, interned, captured or detained by a foreign power while assigned overseas or who are on temporary duty (TDY) from CONUS to overseas or who are traveling to or from the designated place of such duty under competent authority. They pertain to certain civilian employees and dependents of military personnel who become missing, missing in action, interned, captured or detained by a foreign power in mishaps while traveling aboard MAC or MAC-chartered flights or by other means of MAC overseas travel and certain foreign nationals and certain employees in the CONUS when their missing status was the proximate result of their employment. A casualty is defined as any member of the armed forces or certain civilians who are lost to their organization by reason of having been declared missing, missing in action, wounded, injured, or diseased. The casualty case file is comprised of messages pertaining to the member; a copy of the Record of Emergency Data, Department of Defense Form 93 or Air Force Form 246; Air Force Military Personnel Center Form 238, CONUS Death/Missing, Report of Casualty, Department of Defense Form 1300; copy of assignment of assistance responsibility letter; Servicemen's Group Life Insurance Election, Veterans Administration (VA) Form 29-8286; correspondence from the base/AFMPC to/from the next of kin (NOK); Acknowledgement and/or Transfer of Casualty Assistance Case, Air Force Form 92; Statement of Service, Department of Defense Form 13; copy of notification message; Western Union messages; and other related correspondence and forms which pertain to the file. Record of Emergency Data being maintained on all Air Force personnel on extended active duty (EAD) and Air Force Academy cadets. Missing Persons Case Files. Reports submitted on United States Air Force (USAF) personnel who become missing as defined in 37 USC 551. Conveninnce rosters of those persons, copies of communications from and to next of kin, items received through news media, and some films.

Authority for maintenance of the system:

Chapter 31, Title 44, United States Code (USC) 3101-3107, Records Management by Federal Agencies; Chapter 33, Title 44, USC 3301-3314, Disposal of Records; Title 10, USC 2771, Armed Forces - Accountability and Responsibility; ; Sections 555 and 556, Chapter 10, Title 37, United States Code, Pay and Allowances of the Uniformed Services, Payments to Missing Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Support of the Casualty Services Program. The information is used to assist the Air Force in effecting expeditious reporting, dignified and humane notifications, and efficient and thorough assistance to the next of kin of all casualties as previously defined. Primary user is the Office of the Assistant for Casualty Matters Major Commands (MAJCOMs),bases of assignment and/or reporting installation and bases providing casualty assistance. Records contain histories of all known data surrounding the missing statuses, recording dealings with next of kin, and reflecting efforts to obtain all possible information through normal and intelligence channels as well as the results of those efforts. Contain record of personnel actions taken which involve the missing persons as well as actions taken in accordance with public law. Rosters are maintained for convenience of completing many actions. Primary users are personnel in the Office of the Assistant for Casualty MaForce Military Personnel Center. Decentralized segment is maintained for rapid response to queries by high-level personnel in the Washington, District of Columbia (DC) area. The Record of Emergency Data is used to show the names and addresses of service member's spouse, children, parents and other persons the member wants notified should he/she become a casualty. Serves as an official document required by law (Title 10, United States Code (USC) 2771) for designating beneficiaries for death gratuity and unpaid pay and allowances. Also used to designate a person to receive an allotment of pay if the member becomes missing, captured or interned. Primary user is the Office of the Assistant for Casua

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders, cabinets, and film cannisters.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN).

Safeguards:

Casualty records are accessible only to authorized personnel assigned to the Office of the Assistant for Casualty Matters. Personnel are on duty 7 days per week, 24 hours a day. Also, access to the building after duty hours is controlled by Security Police personnel.

Retention and disposal:

Records may be temporary or permanent or supplemental in nature. They are retained in active file until the member's status is changed to deceased or returned to military control or no longer considered VSI, SI or III. One year after that time, selected temporary records are destroyed and all permanent records are retired to the National Personnel Records Center. Remaining temporary records are destroyed ten years after date of death or return to military control. Records of Casualty and casualty case files are permanent records. They are retained in active file until application or receipt of all allowable benefits, then forwarded to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Case files pertaining to civilians; foreign nationals; very seriously ill or seriously ill persons; and dependents of military personnel are destroyed 90 days after administrative closing of the case. Records of Emergency Data are retained until the member is relieved from active duty, then destroyed. Destroyed by shredding, burning, or by tearing into pieces.

System manager(s) and address:

Assistant Deputy Chief of Staff, Personnel for Military Personnel, Air Force Military Personnel Center, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Requests from individuals should be addressed to: Air Force Military Personnel Center/Office of the Assistant for Casualty Matters (AFMPC/DPMC), Randolph Air Force Base, Texas 781have been retired, the request will be forwarded to National Personnel Records Center (NPRC). Written requests should contain the full name and Social Security Account Number of the member as well as an indentification as complete as possible of the desired material including, if known, its title, description, number, date and issuing authority. For personal visits, the individual must provide some acceptable identification; that is, drivers license, identification card, or give some verbal information that can be verified in the case folder.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information provided by next of kin, organization of assignment, information extracted from Master Personnel Records, documents generated within the Casualty Division, Air Force Military Personnel Center, correspondence produced in providing casualty notification/assistance/processing.

Systems exempted from certain provisions of the act:

NONE

F03004 ARPC A

System name:

03004 ARPC A Point Credit Accounting Record System. (PCARS).

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280. At Air National Guard and Air Force Reserve activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At Air Force Military Personnel Center, Randolph Air Force Base, Texas 78148.

Categories of individuals covered by the system:

Air Force Reserve and National Guard Personnel.

Categories of records in the system:

Correspondence, orders; forms; and reports which include identifying personnel data including name, SSN, address, grade, and retirement/retention date; record of retirement points and service earned prior to and record of points earned, by type duty, for the current retirement year. Reports include automated listings, processed transactions, rejected transactions, accession transactions, point summary lists, statistical reports, individual point summary reports, and input lists for participation verification.

Authority for maintenance of the system:

10 USC 1331, Age and service requirement; 10 USC 1332, Computation of years of service in determining entitlement to retired pay; and 10 USC 1333, Computation of years of service in computing retired pay. Routine uses of records service in computing retired pay.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to maintain accurate listings of transactions processed to active reserve force member's point credit account; to reconcile strength of the Air National Guard and Air Force Reserve members between the various mechanized accounting systems; to identify new members of the Air Force Reserve and Air National Guard; to certify accuracy and completeness of transactions manually submitted to the point record as required by Air Force audit requirements; to advise member and reserve managers of the member's participation in reserve affairs; for promotion evaluation considerations; and for determination of retirement eligibility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, on computer paper printouts, tape, and disk.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Documents not required for inclusion in military personnel record system are retained in office files until superseded, obsolete, no longer needed for reference, or after 16 months, whichever is sooner, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer, ARPC/ DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address and the case control number shown on correspondence received from center. Records may be reviewed in records review room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current reserve ID card and/or drivers license and give some verbal information that could verify his/her reserve assignment.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from master personnel record and authorized point credit documents obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F03501 DPG

System name:

03501 DPG Accounting for Personal Money Allowances (PMA).

System location:

Office of the Assistant for General Officer Matters (AF/DPG), HQ USAF, Washington, D.C. 20330.

Categories of individuals covered by the system:

Air Force general officers in receipt of a Personal Money Allowance under 37 USC 414.

Categories of records in the system:

Annual report accounting for the receipt and disposition of PMA funds received during the reporting period.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain a record of the receipt and disposition of the funds received. Annual reports will be submitted through the individual's immediate supervisor for review. They will then be forwarded to the Vice Chief of Staff (AF/CV), HQ USAF, Washington, D.C. 20330. Officers in joint assignments should send reports directly to the Vice Chief of Staff. These reports will be retained in the Office of the Assistant for General Officer Matters (AF/DPG) and will be available for review by the Assistant Secretary of the Air Force for Financial Management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained by file folders.

Retrievability:

Filed by name.

Safeguards:

Records are stored in locked cabinets.

Retention and disposal:

Retained for three years after the date submitted, then destroyed destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Office of the Assistant for General Officer Matters (AF/DPG), HQ USAF, Washington, D.C. 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from each Air Force general officer in receipt of a Personal Money Allowance.

Systems exempted from certain provisions of the act:

NONE

F03501 ARPC A

System name:

03501 ARPC A Informational Personnel Records.

System location:

At Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel. Retired and former Air Force military personnel.

Categories of records in the system:

Documents pertaining to individual, that are not authorized for inclusion in other military personnel record systems.

Authority for maintenance of the system:

10 USC 274 Retired Reserve; 10 USC 275 Reserve personnel; 10 USC 2001 Reserve components; 10 USC 8012 Secretary of the Air Force: Powers and Duties; Delegation by. of records maintained in the system, including categories

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

in determining eligibility for retirement related action, status of active duty tour, position occupied; training reports; answering correspondence/telephone inquiries; mobilization; updating and/or changing information in computer and/or individual reservist record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in card files.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retain in office files until inactivation, reassignment or separation; or one year after annual cut-off, then destroy by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Officer, AFPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address and the case (control) number shown on correspondence received from center. Records may be reviewed in Records Review Room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her retirement date, date of birth, or reserve status.

Record access procedures:

Individual can obtain assistance in gaining access from Command Documentation Manager, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information supplied by individual as relates to but not limited to application for retirement, military orders, personal data; statement of military service from other military components; correspondence from serving Consolidated Base Personnel Office/ Consolidated Reserve Personnel Office and Major Command units. Information from source documents prepared on behalf of the Air Force Advance Personnel Data System.

Systems exempted from certain provisions of the act:

NONE

F03501 ARPC B

System name:

03501 ARPC B Biographical File.

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280, Ecclesiastical endorsing agencies if appropriate.

Categories of individuals covered by the system:

Air Force Reserve personnel assigned to but not limited to the Air Reserve Information Squadron (ARIS), Chaplain (HC) and Surgeon (SG) programs.

Categories of records in the system:

Biographies provided by members, correspondence, orders and/or forms containing information as to individual name, rank, social security number, service dates, date of birth, unit assignments, civilian employment, military and civilian education, military and civilian experience, program specialties, hobbies, and names of family members, religion of chaplains, professional expertise and appointments, membership in professional societies, civic activities and state of licensure.

Authority for maintenance of the system:

10 USC 262 Purpose; 10 USC 8067 Designation: Officers to perform certain professional functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To select information, chaplains, legal, medical field reserve officer personnel for special duties according to specific expertise required. Chaplain records are used by Chaplains Office personnel, medical reservist records are used to provide the ARPC/SG, Surgeon General, Major Command surgeons, USAF/RE, and Reserve Regions an in-depth personal history of Reservist Medical Officer. Used to provide overiew of skill resources available in ARIS Program. Allow selection of members best qualified to meet specific program requirements and task asgnments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in note books/binders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties, and by commanders medical centers and hospitals. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to Documentation Management Officer ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in Records Review Room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her military personnel record, his/her religion if in the Chaplain program.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-3667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Provided by individual Reservist.

Systems exempted from certain provisions of the act:

NONE

F03501 ARPC C

System name:

03501 ARPC C Personnel Management Records

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver CO 80280; Headquarters United States Air Force, Washington DC 20330; United States Air Force Academy, CO 80840; major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force Reserve Personnel and civilian/active military applicants to Air Force Reserve.

Categories of records in the system:

Officer and airman assignment files which includes correspondence, memos, completed forms, messages and vacancy authorization data for assignment approvals, disapprovals, waivers, manning assistance, discharges, screening data, orders, evaluation reports, documents changing training category, personal data, photographs, chaplain ecclesiastical endorsement, record of security clearance, miscellaneous correspondence to and from individual; case file of reserve personnel placed on active duty containing copies of special and reserve orders, correspondence, documents complete with information used for travel overseas; assignment instructions; list of actions taken by technician; board actions on involuntary Airmen; certified receipts acknowledgement of receipt of special orders card.

Authority for maintenance of the system:

10 USC 275 Personnel Records, 10 USC 672 Reserve Components generally, 10 USC 673 Ready Reserve and Executive Order 11366, 4 Aug 67, 10 USC Chapter 103 Senior Reserve Officer: Training Corps, 10 USC 262 Purpose, and 10 USC 8067 Designation: Officers to perform certain professional functions. Routine uses of records maintained in the functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to determine eligibility/suitability for assignment/reassignment with the Air Force Reserve; to make determinations on discharges or mobilization, deferments, fulfillment of statutory requirements, voluntary and involuntary order to extended active duty (EAD) and temporary release. These include but are not limited to members participating in the Air Reserve Information Squadron (ARIS), Chaplain, Judge Advocate, Surgeon General Program. Records maintained as a historical file. Used as a reference file to answer inquiries from Reservist and Air Force personnel requiring information on the Reservist being recalled to active duty, to send gaining active units additional copies as requested, used as substantiating documents to show all action was taken in accordance to prescribing directives. Information on personnel in the ARIS, Chaplain, Judge Advocate, Surgeon General and other Officer management programs is used by personnel responsible for program in order to assist Reservist in their careers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders and in visible file binders/cabinets.

Retrievability:

Filed by name, by Social Security Number (SSN), and ascending AFSC order, rank and name.

Safeguards:

Records are accessed by person(s) responsible for servicing the records system in performance of their official duties and by custodian of the record system. Records controlled by personnel screening and are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC) is responsible for records at ARPC in Denver, CO. Individuals included in above records systems should deal directly with agency official of respective location to exercise their rights under the act.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer ARPC/DADP, 7300 East First Avenue, Denver CO 80280. Written requests for information should contain full name of individual, SSN (Social Security Number), current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in Records Review Room ARPC, 7300 East First Avenue, Denver CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID card and/or driver's license and give some verbal information that could verify his/her identity from the records.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from the individual requesting assignment or making the inquiry, master personnel record, correspondence and orders, annual survey and advance personnel data system, instructions from Air Force Military Personnel Center, Randolph Air Force Base, San Antonio, TX 78148, instructions and board actions from Air Force and Reserve, DPAA Robins Air Force Base, Warner Robins, GA 31093 and Air Force Training Corps/SDAA, Maxwell Air Force Base, Montgomery, Alabama 36112 and the National Guard Bureau, Washington DC 20310, and other Air Command, instructions from Headquarters/JAEC, Washington DC 20314.

Systems exempted from certain provisions of the act:

NONE

F03501 DP 3

System name:

03501 DP 3 Unit Assigned Personnel Information File

System location:

Air Force Units. Headquarters United States Air Force and major command headquarters. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Active duty military personnel. Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

File copies of separation actions, newcomers briefing letters, line of duty determinations, assignment actions, retirement actions, in and out processing checklists, promotion orders, credit unition authorization, disciplinary actions, favorable/unfavorable communications, record of counselings, appointment notification letters, duty status changes, applications for off duty employment, applications and allocations for school training, professional military and civilian education data, private weapons storage records, locator information including names of dependents, home address, phone number, training and experience data, special recognition nominations, and other personnel documents.

Authority for maintenance of the system:

10 United States Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides information to unit commanders/supervisors for required actions related to personnel administration and counseling, promotion, training, separation, retirement, reenlistment, medical examination, testing, assignment, sponsor program, duty rosters, and off duty activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, and card files.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation; most records are transient in nature and are maintained only as long as required to fulfill their management purpose or until superseded, then given to the individual or destroyed by shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. Washington D.C. 20330

Notification procedure:

Inquries from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act.

Record access procedures:

Requests from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act. Mailing addresses are contained in the Department of Defense Directory in the appendix to the Air Force's Systems Notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the individual concerned, financial institutions, educational institutionemployees, medical institutions, police and investigating officers, bureau of motor vehicles, witnesses, reports prepared on behalf of the agency, standard Air Force forms, personnel management actions, extracts from the Advanced Personnel Data System (ADPS) and records of personal actions submitted to or originated within the organization.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMAKEI

System name:

03501 DPMAKEI Absentee and Deserter Information Files

System location:

Absentee and deserter documents are maintained in the Unit Personnel Record Group at consolidated base personnel offices. Information files are maintained at major commands of the parent unit of assignement. Official mailing addresses for consolidated base personnel offices and major commands are in the Department of Defense directory in the appendix to the Air force's system notice. Case files are maintained at the Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Permanently retained documents are located at the National Personnel Records Center, Military Personnel Branch, 9700 Page Bolulevard, St. Louis, MO 63132 and the Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

All active duty and inactive duty Air Force personnel who are or have been reported absent without leave or who have been administratively classified as a deserter.

Categories of records in the system:

Duty status change forms; Absentee Wanted by the Armed Forces forms;; copy of unit commander's initial and follow-on Report of Inquiry. Includes information concerning circumstances surrounding the unauthorized absence and attempts to locate the individual; copy of notification letter to next of kin stating that member is considered in an administrative status of an unauthorized absentee or deserter; Federal Bureau of Investigation (FBI) and Office of Special Investigations (OSI) reports or extracts therefrom are included in some case files; correspondence administratively classifying the individual as a deserter, if appropriate; Report of Return of Absentee Wanted by the Armed Forces forms.

Authority for maintenance of the system:

Title 10, United States Code (USC) Armed Forces - Chapter 47 - Uniform Code of Military Justice, Sections 885, 886 and 887.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides documentation and reference source for the administration of individuals absent without leave and individuals administratively classified as deserters. Used as basis for preparing statistical reports required by DOD for reports provided managers of unauthorized absentee programs, e.g., Major Commanders, and for promptly reporting changes in individual's status to military federal and civil law enforcement agencies to facilitate apprehension.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records are accessed by the custodian of the record system, persons responsible for servicing the records system in the performance of their official duties, and by authorized personnel who are properly screened and cleared for need-to-know. These records are stored in file cabinets in buildings that are either locked or have controlled access entry requirements.

Retention and disposal:

Documents originated at base level are maintained in the Military Personnel Records System. Major command files are maintained as temporary general correspondence files and destroyed by shredding one year after the calendar year in which the member returned to military control. Case files maintained at the Air Force Military Personnel Center (AFMPC/DPMAKE) are destroyed six months after the member is returned to military control; however, If additional accountable disclosures are made during that six month period the files are transferred to the Military Personnel Records System and retained permanently.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

During the period of unauthorized absence, no procedures exist for notifying individuals that an Absent Without Leave (AWOL)/Deserter file is maintained on them unless address provided by requestor. Subsequent to the member's return to military control individuals can contact the system manager or visit the locations identified above. Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Contact the system manager or visit the locations identified above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Unit Commanders, Consolidated Base Personnel Office representatives, military and civilian law enforcement officials, and anyone who may report information concerning an absentee wanted by the Armed Forces.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMAR

System name:

03501 DPMAR Disability/Non-Disability Retirements Records

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Officers and airmen currently on the Temporary Disability Retired List (TDRL); officers and airmen who have requested voluntary retirement other than those whos applications were automatically approved.

Categories of records in the system:

TDRL punch card data files, retirement applications, and associated documents biographical data.

Authority for maintenance of the system:

10 USC Chapter 33, Appointments in Regular Components Section 564; Chapter 59, Separation, Sections 1164 and 1166; Chapter 61, Retirement or 10 USC Chapter 33, Appointments in Regular Components Separation for Physical Disability; Chapter 63, Retirement for Age, Section 1263; Chapter 65, Retirement for Length of Service, Sections 1293 and 1303; Chapter 835, Appointments in the Regular Air Force, Section 8303; Chapter 859, Separation from Regular Air Force for Failure to Meet Standards, Sections 8786 and 8796; Chapter 865, Retirement for Age, Sections 8883, 8884, 8885, 8886; Chapter 867, Retirement for Length of Service, Sections 8911, 8913, 8915, 8916, 8918, 8921, 8922, 8923 and 8924.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to provide information on retirement cases and to allow appropriate case processing; used to control TDRL actions; diagnostic information may be provided to attending physicians of TDRL members to obtain current status of originally disabling conditions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Stored in secure building.

Retention and disposal:

Correspondence files are retained for two years after end of year case was closed or inquiry responded to; disability retain files are retained for 90 days after case is finalized; case files are retired to Master Personnel Records Group when service retirement action has been completed; TDRL punch cards destroyed when member is removed from TDRL. Disposal is by shredding or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base,TX.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Correspondence and forms generated in Retirements Division (AFMPC/DPMAR), military hospitals, HQ USAF Surgeon General (HQ USAF/SG), Consolidated Base Personnel offices and Major Air Commands, by the members themselves, and by the general public on retirement related matters.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMDQIA

System name:

03501 DPMDQIA Military Personnel Records System

System location:

Headquarters United States Air Force, Washington DC 20330. Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Headquarters of the major commands and separate operating agencies. At consolidated base personnel offices and other installation units. At State Adjutant General Office of each respective State, District of Columbia or Commonwealth of Puerto Rico. At Air Force Reserve and Air National guard units, official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's Systems Notice.

Categories of individuals covered by the system:

Air Force active duty military personnel. Officer Correspondence and Miscellaneous Document Group (C&M) at Air Force Military Personnel Center (AFMPC); Headquarters United States Air Force (HQ USAF) Selection Record Group (SR) at HQ USAF Assistant for General Officer Matters; Retired Air Force general officers. Master Personnel Record Group (MPeRGp) at AFMPC; active duty colonels at HQ USAF, Assistant for Senior Officer Management, C&M at AFMPC Air Force active duty officer personnel. MPeRGp at AFMPC Officer Command Selection Record Group (OCSR) at the respective major command or separate operating agency, Field Record Group (FRGp) at the respective Air Force base of assignment/servicing Consolidated Base Personnel Office (CBPO); Air Force active duty enlisted personnel. MPeRGp at AFMPC, FRGp at respective servicing CBPO, Senior Noncommissioned Officer (NCO) Selection Folder at the respective servicing CBPO; personnel in Temporary Disability Retired List (TDRL) status, Missing in Action (MIA), Prisoner of War (POW), Dropped From Rolls (DFR), MPeRGp at AFMPC; Reserve officers MPeRGp at Air Reserve Personnel Center (ARPC), OCSR at the respective Air Force (AF) major command (MAJCOM) when applicable, FRGp at the respective unit of assignment or servicing CBPO or Consolidated Reserve Personnel Office (CRPO); Reserve airmen MPeRGp at ARPC, FRGp at the respective unit of assignment or servicing CBPO/CRPO; Air National Guard (ANGUS) officers MPeRGp at ARPC, OCSRat the respective State Adjutant General Office, FRGp at the respective unit of assignment, ANGUS airmen MPerGp at the respective State Adjutant General Office FRGp at the respective unit of assignment; Retired Air Force military personnel; Discharged personnel MPerGp at National Personnel Records Center (NPRC); Air Force Academy cadets MPerGp at unit of assignment CBPO.

Categories of records in the system:

Substantiating documentation such as forms, certificates, administrative orders and correspondence pertaining to appointment as a commissioned officer, warrant officer, Regular AF, AF Reserve or ANGUS; enlistment/reenlistment/extension of enlistment; assignment Permanent Change of Station (PCS)/Temporary Duty (TDY); promotion/demotion; identification card requests; casualty; duty status changes - Absent Without Leave (AWOL)/MIA/POW/Missing/Deserter; military test administration/results; service dates; separation; discharge; retirement; security; training, Precision Measurement Equipment (PME), On The Job Training (OJT), Technical, General Military Training (GMT), commissioning, driver; academic education; performance/effectiveness reports; records corrections - formal/informal; medical or dental treatment/examination; flying/rated status administration; extended active duty; emergency data; line of duty determinations; human/personnel reliability; career counseling; records transmittal; AF reserve administration; Air National Guard administration; board proccedings; personnel history statements; Veterans Administration compensations; disciplinary actions; record extracts; locator information; personal clothing/equipment items; passport; classification; grade data; Career Reserve applications/cancellations; traffic safety; Unit Military Training; travel voucher for TDY to Republic of Vietnam; dependent data; professional achievements; Geneva Convention cards; drug abuse; Federal Insurance; travel and duty restrictions; Conscientious Objector status; decorations and awards; badges; Favorable Communications (colonels only); Inter-Service transfers; pay and allowances; combat duty; leave; photographs; Advanced Personnel Data System products.

Authority for maintenance of the system:

Title 44, United States Code, Section 3101: Records Management by Federal Agencies; Records Management by agency heads; general duties; E.O. 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to satisfying the Title 44 requirement for records retention, Military Personnel Records are utilized at all levels of Air Force personnel management within the agency for actions/processes related to procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, sustentation, separation and retirement. Military Personnel Records are routinely utilized outside the Air Force for actions/processes related to assignment or transfer to other services or joint service organizations; compensation claims submitted to Veterans Administration Regional Offices; dependents and survivors requesting issuance or determination of eligibility for identification card privileges; Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) eligibility and benefits requests - copies are provided to CHAMPUS, Denver, Colorado; Immigration and Naturalization - copies are provided to respective local Immigration Office; Unemployment Compensation Requests - verification of service related information provided to State Unemployment Compensation (UCX) Office; Vietnam State Bonus - information provided to respective local State offices; Civil Service requests for verification of military service for benfits; leave or Reduction in Force (RIF) purposes - copies provided to local Civilian Personnel Office; National Cemetary Burial/Headstone cases - copies provided to Superintendent National Cemetary, Army Quartermaster Corps, Virginia; Worldwide locator inquiries - response provided to legitimate requests in accordance with the Freedom of Information Act; Dual compensation cases involving former officers - provided to establish Civil Service employee tenure and leave accrual rate; Social Security Retirement Credit Verification - verification of service data provided to substantiate applicant's credit for Social Security compensation; Soldiers and Sailors Civil Relief Act requests - verification of service - related information provided to State courts in civil actions; Litigation - in event the United States, its officers or employees are involved. Changes in member's official records regarding name, Social Security Account Number, date or place of birth or home of record - required information provided to Director of Selective Service, Federal Bureau of Investigation, and Personnel Research Division of the Air Force Human Resources Laboratory at Lackland Air Force Base, Texas. Secretary of the Air Force Legislative Liaison releases when authorized by individual concerned. US Department of Agriculture for investigative and audit procedures US Department of the Treasury for Secret Service investigations, Coast Guard Activities Bureaus of Customs, Narcotics, Engraving and Printing and Internal Revenue Service for official activities; US State Department, Federal Aviation Agency for background investigations of employment applicants; Central Intelligence Agency for Investigations, US Postal Service for Official Postal Inspector Duties, General Services Administration for Investigation of Incumbant Employees; Department of Justice for Investigations conducted by the Federal Bureau of Investigation and Immigraton and Naturalization Small Business Administration for Investigations concerning Loans, National Security Agency Review of Records for Security Investigations United States Information Agency for Review of Records for Background Investigations. United States Civil Service Commission to conduct investigations either by personal investigations or written inquiry to determine suitability, eligibility, or qualifications of individuals for Federal employment, Federal contracts, or access to classified information or restricted areas. Separation information provided to the Veteran's Administration and Selective Service Agencies. American National Red Cross - information to local Red Cross offices for emergency assistance to military members, dependents, relatives or other persons if conditions are compelling. Drug Enforcement Administration. Department of Labor: Bureau of Employees' compensation - medical information for claims of civilian employees formerly in military services; Employment and Training Administration - verification of service-related information for unemployment compensation claims; Labor Management Services Administration for investigations of possible violations of labor laws and pre-employment investigations; National Research Council - for medical research purposes; U.S. Soldiers' and Airman's Home - service information to determine eligibility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders placed in metal file containers or on open shelves. Microfiche placed in rotary power files; computer disk resident data file consists of Social Security Account Number (SSN) and disk location of the associated image inderecord which includes document data describing document type, date, location, and number of pages in each document.

Retrievability:

Information in the system is retrieved by last name, first name, middle initial and Social Security Number (SSN). Records stored at

National Personnel Records Center Center are retrieved by registry number, last name, first name, middle initial and SSN. Information can be displayed via closed circuit television subsystem, produced on a duplicate microfiche, or paper reproduction.

Safeguards:

The prescribing directive for the Military Personnel Records System requires those records to be stored (after duty hours) in a locked building, room or filing cabinets. Access is specifically limited to those personnel designated by the Consolidated Base Personnel Office (CBPO) Chief and those provisions for access and release of information contained in Air Force Regulation 31-6.

Retention and disposal:

Users who are granted access to the microfiche files are screened by computer software. Those documents designated as Temporary in the prescribing directive remain in the records until their obsolescence (superseded, member terminates his status, or retires) when they are removed and provided to the individual data subject. Those documents designated as Permanent remain in the military personnel records system permanently and are retired with the master personnel record group.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148 is the official responsible for the system of records. Individuals in categories included above may deal directly with agency officials at the respective records location to exercise their rights under the Act.

Notification procedure:

The individual data subject may be notified that a record exists on him by submitting a request to or appearing in person at the responsible official's office or the respective repository for records for personnel in his particular category during normal duty hours any day except Saturday, Sunday or national and local holidays. The Saturday and Sunday exception does not apply to Reserve and National Guard units during periods of training. Response to written requests will be provided not later than ten days following receipt of request. The System Manager has the right to waive these requirements for personnel located in areas designated as Hostile Fire Pay areas.

Record access procedures:

The same written notification or personal visit procedures which apply to notification also apply to access.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Sources of information contained in the system include data subject's applications, requests, personal history statements, supervisors' evaluations, correspondence generated within the agency in the conduct of official business, medical treatment records, educational institutions, civil authorities, other service departments, and interface with the Advanced Personnel Data System.

Systems exempted from certain provisions of the act:

NONE

F03501 REP A

System name:

03501 REP A Personnel Files on Statutory Tour Officers

System location:

Personnel Division, Office of Air Force Reserve (AF/REP) HQ USAF Washington DC 20330. Air Force Military Personnel Center (DPMYR), Randolph AFB TX 78148 (USAFR and ANG Personnel).

Categories of individuals covered by the system:

United States Air Force Reserve Officers applying for or selected for assignment as statutory tour officer.

Categories of records in the system:

Application for extended active duty with United States Air Force, military career brief, resume of prior military and civilian experience, officer effectiveness report overall rating, correspondence and special orders relative to the tour.

Authority for maintenance of the system:

Title 10, United States Code, Section 8033 .

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documentary support of tour applications; approval/disapproval; initiation, termination and extension of statutory tours; historical reference not to exceed two years after tour termination; used by Air Force Military Personnel Center/Assistant for Personnel Plans, Programs and Analysis, Reserve Forces Division (AFMPC/DPMYR); used for AFMPC/DPMYR as record of approval/disapproval, authority to issue Department of the Air Force Special Orders (DAFSOs); by Office of the Air Force Reserve (AF/RE), Director Air National Guard, National Guard Bureau (NGB/CF) and SAF/MRR as record of approval/disapproval.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Headquarters United States Air Force. Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Full name social security account number Personnel Division Office of Air Force Reserve, Pentagon, Washington DC 20330. Military identification card or driver's license required, if in person.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03501 0KPNQSC

System name:

03501 0KPNQSC AFJROTC Instructor Records System

System location:

AFROTC/JR1 Headquarters Air University, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

AFJROTC instructors;past and present

Categories of records in the system:

AFROTC Form O-226, Processing Checklist; AFROTC Form O-222, Applicant Evaluation Form; AFROTC Form O-200, Application; Applicant Interview Record; Commander's Recommendation (for Noncommissioned Officers on active duty only); last 10 Airmen Performance Reports or Officer Effectiveness Reports, or summary of last 10 reports which include period of supervision and overall evaluation: letter requesting Defense Central Index of Investigation (DCII) name check; photograph; DD Form 214, Report of Separation from Active Duty; Retirement Order; miscellaneous correspondence such as resumes and letters of recommendation; copy of Air Force retirement physical and Physical Evaluation Board findings if applicant is retired with 30 percent or more disability; copy of Veterans Administration (VA) Form Letter (FL) 21-826, VA Form 20-822, VA FL-21-826, and VA Form 21-6782, if applicant is retired with 30 percent or more disability awarded by Veterans Administration; letter requesting medical evaluation of AFJROTC instructor applicants for personnel retired with 30 percent or more disability; letter from school officials indicating effective date of employment

and termination of employment; hiring checklist; AFROTC Form O-217, Change in AFJROTC Instructor Status; AFROTC Form O-214, AFJROTC Instructor Contract Card; AFROTC Instructor certificates; letters pertaining to warning on or change of instructor certification status; AFROTC form 98 or o-218 Air Force junior ROTC aerospace education instructor evaluation report; letters pertaining to appeals of ratings and /or comments on AFROTC form 98 or O-218, Air Force Junior ROTC aerospace education instructor evaluation report; instructor termination questionnaire.

Authority for maintenance of the system:

10 USC Chapter 102, Junior Reserve Officers' Training Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information is collected to determine if instructor is meeting Air Force standards. Routine use includes the referral of any individual's records, if requested, to the Department of Defense, Department of Justice, law enforcement or investigatory authority for investigation of possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer magnetic tape and computer printouts.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Instructor Management Division, AFROTC/JR1, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. individuals who write must furnish name grade SSAN unit of assignment and address. Visitors must show armed forces identification card and some additional source of positive identification

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, witnesses and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03502 AFA A

System name:

03502 AFA A Cadet Management System

System location:

United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

The Air Force Academy Cadets.

Categories of records in the system:

(1) Records of emergency data; cadet acceptance records; oaths of allegiance; statements of consent; marriage, paternity, maternity, birth certificates; appointment orders; summer training orders; special orders; awards and decorations; requests for insurance; insurance program letters; applications for identification cards; training certificates; data for parachutist rating (LRA); individual jump records; aeronautical orders; records of personnel security investigation and clearance; statements of personal history; LPT scores; drug abuse certificates; small arms marksmanship training data; personnel data sheet; cadet biographical data; cadet personnel information; statements of travel; Academy/Commandant Board actions; Class Committee actions; legal reexamination letters; course completion/retake letters; cadet performance reports; basic cadet evaluation reports; letters of appreciation; Commandant's letters for placement, continuation, removal from aptitude, conditional probation; academic probation notifications; final clearances (graduates); reports of separation from active duty; records of disenrollment from officer candidate type training; (2) Offenses; referrals of offenses, awards and punishments; disciplinary board actions; squadron punishment lists; (3) special orders; (4) Cadet aptitude briefing; (5) Evidence and statements gathered by the Honor Committee which have been used to determine if accused cadets were guilty of violating the Honor Code and includes a summary of the Honor Board proceedings; (6) Course exams; answer sheets; flight mission grade sheets; (7) Prior summer training completion records of programs attended; current summer assignments and training program preferences; (8) Mandatory nonacademic appointments; (9) Board case files (proceedings, inquiries, investigations); (10) Outgoing clearance forms to assist cadet in outprocessing from the Academy.

Authority for maintenance of the system:

10 USC 8012 Secretary of the Air Force: powers and duties; delegation by; 10 USC 9349 Cadets: organization; service; instruction.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) For use in controlling and regulating cadet activity at the USAF Academy; (2) To report offenses committed by cadets, to reflect Commandant Disciplinary Board actions and conduct probationary cases to Commandant of Cadets for his approval, to provide a format for reporting completion of punishments; (3) To announce cadet rank and position (duty) to be held. Cadet Rank Cards are used to input the necessary data; (4) Monthly aptitude briefings completed by both cadets and AOCs are used when a cadet is referred to the Commandant's Board; (5) Case files are used by Cadet Honor Representatives to investigate possible violations of the Honor Code and as evidence at Cadet Honor Hearings. The case summaries are used for statistical record keeping and training in each squadron of Honor Committee activities; (6) Exams and grade sheets are used by assigned officers and secretarial staff of the Navigation Division to resolve any questions of validity of cadet grades and as an evaluation tool to measure cadet performance; (7) Maintain record of summer training accomplishments and assign cadets to summer training program; (8) Schedule cadets for mandatory nonacademic appointments during free periods; (9) Used as a case file in board (disenrollment) actions initiated against cadets. Reviewed by the Office of the Secretary of the Air Force in making final decisions on disenrollment action. Reviewed by Superintendent, USAF Academy in making a decision to refer to Board of Officers; (10) Accomplish required outprocessing actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, on disks or drums, file folders, notebooks/binders, computer printout.

Retrievability:

Filed by name, social security number, other identification number or system identifier, military service number.

Safeguards:

Records are stored in locked cabinets, rooms, or safes. Computer records are controlled by computer system software. Manual records are accessed by custodians or persons who are responsible for servicing the record system in performance of official duties.

Retention and disposal:

(1) Stored for one year after graduation, then merged with the personnel records maintained by Registrar, Cadet Records Section, USAF Academy, CO 80840; (2) Destroyed 30 days after final action. Upon disenrollment or graduation, forwarded to Registrar, where they are microfilmed one year after graduation and retained permanently. Paper copy then destroyed; (3) Destroyed after 30 days after final action. Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (4) Maintained as part of personnel record (Permanent). Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (5) Information is retained for one year in the case of first class cadets and six months

in the case of underclass cadets, or until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. AF Form 525 will be submitted for summaries; (6) All material retained for 30 days after the end of the semester in which administered except for final exam answer sheets which are destroyed after one yar. All material to be destroyed is boxed and pulverized in accordance with the aforementioned time frame; (7) Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating or burning; (8) Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (9) & (10) Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, maceration or burning.

System manager(s) and address:

Commandant of Cadets, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from Commandant of Cadets Personnel. Information obtained from individual. Information obtained from coach. Information obtained from Educational Institutions. Information obtained from automated system interfaces. Information obtained from source documents (such as reports) prepared on behalf of the AF by boards, committees, panels, auditors, etc. Information obtained from civilian instructors.

Systems exempted from certain provisions of the act:

NONE

F03503 ATC RSL

System name:

03503 ATC RSL Basic Trainee Interview Record

System location:

United States Air Force Recruiting Service Liaison Office (RSL), Lackland Air Force Base, Texas 78236.

Categories of individuals covered by the system:

United States Air Force Basic Trainees who register complaints concerning their enlistment in the United States Air Force.

Categories of records in the system:

Records resulting from personal interviews with basic trainees who file complaints about their enlistment, including, but not limited to, investigations on each complaint, conclusions and recommendations.

Authority for maintenance of the system:

10 USC 503, enlistments; recruiting campaigns. Executive Order 9397, 22 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is collected in order to have a written record of interviews with basic trainees who register complaints about the enlistment procedure. The data is used by the Recruiting Service Liaison Office to investigate the complaints and keep the Commander, United States Air Force Recruiting Service advised of the nature of complaints being received. It is also used as the basis for making procedural changes in the United States Air Force Recruiting Service when a trend develops in a specific area.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name or social security number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in the performance of their official duties and by those who are properly screened and cleared for need-to-know. As a physical safeguard these records are stored in a secured building and locked office.

Retention and disposal:

Records are cut off at the end of each calendar year, held for one additional year, then destroyed by shredding.

System manager(s) and address:

Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland AFB TX 78236.

Notification procedure:

Individuals may contact the Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland AFB TX 78236. Requests must contain full name, and current mailing address.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Records contain specific complaints/allegations made by the individual and responses to the complaints/allegations by appropriate Air Force Recruiting Service personnel.

Systems exempted from certain provisions of the act:

NONE

F03503 ATC RSM

System name:

03503 ATC RSM Recruiting Activities Management Support System (RAMSS)

System location:

HQ United States Air Force Recruiting Service, Marketing and Analysis Directorate (RSM), Randolph AFB TX 78148.

Categories of individuals covered by the system:

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Other military services Delayed Enlistment Program (DEP) and active duty enlistees. Applicants for the Officer Training School (in-service commissioning program). Air Force enlisted personnel on recruiting duty.

Categories of records in the system:

Air Force enlistment processing records showing name, SSN, scores on all qualification tests, physical job qualifications, job preferences, jobs offered, jobs accepted, other personal data relevant to jobs offered, recruiting and processing locations, education data, and dates of processing. Airman trainee history records containing name, SSN, and other personnel data for assignment from basic military training, revised job preferences, security clearance investigations, dependent data, education, test scores, grade and promotions, biographical history, physical information, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation data, classification data, service dates, technical school eliminations, separations, honor graduates, and Article 15/ courts-martial actions. Records for high school seniors who are ASVAB tested and meet the basic Air Force enlistment criteria showing name, mailing address, test scores, and high school where tested. Enlistment processing records for other military services showing SSN, name, state and county of residence, test scores, educational level, physical profile, processing date and location, prior service, and other personal data such as age, sex, race, martial status, and number of dependents. Officer Training School (OTS) applicant records showing SSN, name, and other educational and personal data necessary for the determination and selection of attendees at OTS and subsequent commissioning as an Air Force officer. Air Force enlisted recruiter individual records showing such items as SSN, name recruiting office assigned, and date assigned to Recruiting Service.

Authority for maintenance of the system:

10 USC 503, Enlistments: recruiting campaigns. Executive Order 9397, 22 November 1943, Number System for Accounts Relating to individual persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To furnish leads to the field recruiters derived from the high school ASVAB testing program, evaluate Air Force recruiters on

effectiveness of screening out potential under/overweight applicants, evaluate recruiter's and job counselor's activity and efficiency levels, analyze preenlistment job cancellations for common denominators (reasons), analyze post-enlistment training pipeline attritions for common denominators (reasons), evaluate Air Force job reservation pool and past enlistments for effect of potential changes in enlistment policies in areas such as mental qualifications and physical qualifications, evaluate interservice recruiting performance, screen other service enlistees from Air Force advertising lead files, determine pass/fail rates for mental and physical testing, track training performance of Air Force enlistees, study the correlation of job held with performance on the job, study correlation of quality indicators with post-enlistment performance, feedback to field recruiters of individual records on all training attritions, and analyze advertising responses. Used by the personnel record maintenance activity to cross-check file completeness and accuracy. Individual records are aggregated into various statistical analyses for all levels to ascertain recruiting and seasonal procurement trends, to predict future potential developments, and to assist in the development of procurement, classification, and assignment policies for Air Force military personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes, computer magnetic disks and computer paper printouts.

Retrievability:

Filed by name, SSN, or non-personal identifier.

Safeguards:

Records are accessed through computer run scheduling arrangements by persons responsible for servicing the system in performance of their official duties. Computer paper printouts are distributed only to authorized users. Records are physically safeguarded by controlled access to the computer facility, secured buildings and locked rooms.

Retention and disposal:

Enlistment processing records are retained until no longer needed for recruiting purposes; recruiter records are retained for one year after individual is removed from recruiter production status; ASVAB testing lead information is retained for 60 days. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record.

System manager(s) and address:

Director, Marketing and Analysis Directorate (RSM), HQ United States Air Force Recruiting Service, Randolph AFB, TX 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Request must contain full name, and current mailing address.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

The source of all records in the system are from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F03504 DPM A

System name:

03504 DPM A Relocation Preparation Project Folders.

System location:

At Consolidated Base Personnel Offices (CBPOs) only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

Maintained on all active duty Air Force personnel selected for relocation as the result of retirement, separation, release from extended active duty, Permanent Change of Station (PCS), or Temporary Duty (TDY).

Categories of records in the system:

Relocation records may consist of appropriate checklist, orders and amendments thereto, letters from agencies outside the CBPO regarding the member's relocation, record of emergency data, Records Transmittal/Request, servicemen's request for compensation from the veterans administration, PCS or TDY Levy Notification Letter/Brief, duplicates of correspondence directing/authorizing the relocation, Assignment Instruction Worksheet, Basic Assignment Eligibility Checklist, Assignment Preference Statement, Medical/Dental Clearance for Assignment to short-tour area, Medical and Educational Clearance for Dependent Oversea Travel, Oversea Tour Election Statement, Cancellation/Diversion of Assignment or change of reporting month and components of the Field Records Group for consolidation and forwarding to new location.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and 8032, General duties. Routine uses of records maintained in the system, including categories of delegation by and 8032, General duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Each type of relocation of Air Force personnel requires that specific actions are accomplished. These actions are described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for insuring accomplishment of the action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name within departure month.

Safeguards:

Records are accessed by authorized personnel in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets/or rooms.

Retention and disposal:

Records are maintained for a period of six months after departure of the member, then removed and destroyed by tearing into small bits, macerating, burning, shredding, or pulping.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph AFB Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. And individuals may deal directly with agency officials at each respective location.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. And individuals may deal directly with agency officials at each respective location.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Computer print-outs, information obtained from the unit personnel records, from the unit commander, the supervisor and from the member.

Systems exempted from certain provisions of the act:

NONE

F03504 0JMPLSC

System name:

03504 0JMPLSC Assessments screening records.

System location:

3507 Airman Classification Squadron, Lackland AFB, TX 78236. Defense Investigative Service, Personnel Investigation Control Center, Post office box 1211, Baltimore, MD 21203.

Categories of individuals covered by the system:

Basic Airmen selected for assessment screening.

Categories of records in the system:

Biographical questionaire, reference letters, peer ratings.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Screening for assignment to sensitive high risk Air Force jobs Defense Investigative Service to enhance efficiency and reliability of personnel security investigations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN). Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, Records on airmen accepted for sensitive and/or high risk assignments are retained in office files for eighteen months, then destroyed. Records of non-selectees are retained in office files for one year, then destroyed. Destruction is by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Commander 3507 Airman Classification Squadron Lackland AFB TX 78236.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. and include name social security number proof of same.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, trade associations, police and investigating officers, a state or local government, peers, character references, and the individual member.

Systems exempted from certain provisions of the act:

NONE

F03505 DPMAO B

System name:

03505 DPMAO B Personnel Action File (Digest File)

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148 for active duty officers and Air Reserve Personnel Center, 7300 East First Ave. Denver CO 80280. for nonactive duty USAFR officers.

Categories of individuals covered by the system:

Air Force active duty officer personnel and nonactive duty USAFR officers.

Categories of records in the system:

Composed largely of sumaries/extracts or notices of the Air Force Office of Special Investigations (AFOSI) Reports of Investigation (ROIs). The system may also contain other official records or documents which reflect relevant derogatory information about officers, e.g., notice of involuntary separation proceedings, notice of Special Security File, reports of AWOL/Desertion status, administrative inquiries and investigations, Inspector General (IG) reports, and reports of violations of public trust in contract, procurement, and other matters. Additionally, a file will contain a statement regarding the subject matter from the officer if one is made, plus any comments and recommendations by the member's commander. Finally, a Digest File will contain copies of documentation used to notify the individual and the commander of the file and a record of the Officer Personnel Records Review Board (OPRRB) decision to retain the file. The system of records also includes letters of notification when digest files are destroyed.

Authority for maintenance of the system:

10 U.S.C. 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Digest Files are reviewed by career management officials and Central Selection Boards at AFMPC or ARPC, as appropriate, to insure the propriety of personnel decisions finalized at those levels regarding promotion, assignment, mobilization, recall to extended active duty, selection, utilization and separation. The purpose of such review is to insure that individual career management decisions enhance the quality of professionalism in the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are accessed by persons responsbile for servicing the record system and by other personnel whose names appear on an authorized access list indicating they have a need to know in the performance of their official duties. Records are stored in locked cabinets.

Retention and disposal:

Disposition is pending approval under 44 U.S.C. 3303(3).

System manager(s) and address:

Chief, Special Control and Records Review Group (AFMPC/DPMAO), Randolph AFB TX 78148 for active duty officers and Commander, Air Reserve Personnel Center (ARPC), 7300 East First Ave. Denver CO 80280 for non-active duty USAFR officers.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Written requests should contain the member's full name, rank, and SSN. Information may also be obtained by personal visit with the appropriate Systems Requests from individuals should be addressed to the Chief, Special Control and Records Review Group (AFMPC/DPMAO), Randolph AFB TX 78148 for active duty officers or the Documentation Management Officer (ARPC/DADP), 7300 East First Avenue, Denver CO 80280 for nonactive duty USAFR officers. Written request(s) for information should contain full name of individual, rank and SSN (Social Security Number). Nonactive duty USAFR officers should also include current address and the case (control) number shown on any correspondence received from the Center. Information may be obtained by active duty officers by personal visit with the System Manager upon verification of the identification data required for written requests. Nonactive duty USAFR officers may review records in Records Review Room (2-B18-2) ARPC, 7300 East First Avenue, Denver CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID cards and/or drivers license and present some verbal information that could verify their identity from their record.

Record access procedures:

Individuals can obtain access to their own Digest Files by following the procedures described above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Digest File information is obtained from AFOSI, Commanders, Consolidated Base Personnel Offices, FBI, MAJCOMs, HQ USAF/IG and from official records, reports or documents prepared on behalf of the Air Force by boards, committees, panels, and investigating officers.

Systems exempted from certain provisions of the act:

NONE

F04501 ARPC A

System name:

04501 ARPC A Air Force Reserve Application.

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver CO 80280.

Categories of individuals covered by the system:

Air Force active duty personnel, civilian employees and former employees, Air Force Reserve and Air National Guard personnel, dependents of military personnel.

Categories of records in the system:

Copies of application for appointment as reserve of the Air Force and comparable forms, correspondence, and related papers. Applications for extended active duty (EAD) including correspondence and related papers.

Authority for maintenance of the system:

10 USC 275 Personnel Records, 10 USC 672 Reserve Components General, 10 USC 8358 Commissioned Officers original appointment; service credit, 10 USC 8359 Commission Officers original appointment; determination of grade.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine if individual qualifies for appointment or commissioning in the Reserve of the Air Force or voluntary entry on EAD and qualifications, if any, for an Air Force Speciality Code (AFSC). Medical applications are forwarded for approval to AFMPC/SG, Randolph AFB, TX 78148.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files and file folders.

Retrievability:

Filed by Social Security Number (SSN), by name, or case control number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Destroy one year after approval or one year after individual declines appointment. Applications for EAD are destroyed after one year or when superseded, obsolete and no longer needed for reference or inactivation whichever is sooner. Documents destroyed by tearing, shredding, macerating, or pulping.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, Social Security Number (SSN), current address and the case control number shown on any correspondence received from center. Records may be reviewed in records review room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her identification, such as is on an application for a reserve appointment or EAD.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from individual applying for appointment in the reserve, applications for extended active duty, and statement of military served Navy or Marine Corps.

Systems exempted from certain provisions of the act:

NONE

F04501 0KPNQSA

System name:

04501 0KPNQSA Cadet records.

System location:

AFROTC/SDA, Maxwell AFB, AL. 36112 and AFROTC detachments. Official mailing addresses of the detachments are in the Department of Defense directory in the appendix to the Air Force:s system notice.

Categories of individuals covered by the system:

AFROTC cadets applying for/enrolled or previously enrolled (within the past three years) in the professional Officers course or the general military course, if the latter participation was in a scholarship status.

Categories of records in the system:

Applications for enrollment in the Air Force reserve Officer corps (AFROTC) courses, applications for the AFROTC scholarship program, substantiation documents of qualification for the courses or programs, acceptances of applications, awards of scholarships, documents attesting to medical, academic, moral and civic qualifications, documents recording progress in flying instruction, academic currilulum and leadership training, counseling summaries, records of disenrollment from other Officer candidate training; records of separation or discharge from Officer candidate training; records of separation or discharge of prior servicemen; financial record data, certification of degree requirements; documents tendering and accepting commissions, documents verifying national agency checks or background investigations, documents required or proffered during investications for disenrollment, legal opinions, letters of recommendations, corroboration by civil authorities, awards, citations; and allied papers.

Authority for maintenance of the system:

Title io U.S.C., chapter 103; military selective service act of 1967,section 6 (50 U.S.C. App 456); 10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information collected is for the purpose of recruiting and qualifying a candidate for acdeptance as an AFROTC cadet, continuing the cadet in the program and awarding an Air Force commission. Each detachment, located at its host institution, is the routine user for the members in its particular program. AFROTC, Maxwell AFB, AL, is a user by exception, that is, data is requested from the routine user if there is an aberration in the qualification of an individual for acceptance, continuation or graduation from the ROTC program. AfROTC execises waiver authority that enables deserving individuals to remain in the program on a conditional basis if they perform below standards. AFROTC also requests data for disenrollments, changes in categories and graduation dates. Additionally, AFROTC requests data from the routine user for congressional inquiries, special projects, awards, honors and inter-service ROTC transfers. Air University (AU), as a Major Command, supervises execution of laws, plans and policies relating to AFROTC, as such, AU requires information in exercising its Command and Control function, i.e., Major Command inspections, waiver authority, and data reporting to superior agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The life-cycle of the records begins with the application and testing of the candidate. Documents establishing qualification and satisfaction of criteria along with contracts and allied documents establish the cadet record. Progress documents, counseling sheets and performance records are maintained until graduation and commissioning. Finally, the records are destroyed one year after commissioning. An exception to the one year retention is the record of a disenrolee, one who does not complete the program nor receive a commission. Under these circumstances, the cadet record is maintained for three years. Further disposal of records is by burning, pulping or tearing into pieces.

Retrievability:

Records are retrieved by name, social security number and detachment number as paper records in file folders.

Safeguards:

Safeguards are storage in file cabinets that are accessible to the detachment staff and the individual concerned. AFROTC employs a locked rotary diebold power file and file cabinets accessible to the staff.

Retention and disposal:

Records are destroyed by standard means one year after a cadet is commissioned. Disenrolled cadets: records are retained for three

years and then destroyed by tearing into pieces, mascerating, or burning.

System manager(s) and address:

Director of senior program, Air Force Reserve Officer Training corps Maxwell AFB, AL 36112; and detachment Commander of the appropriate AFROTC detachment.

Notification procedure:

Requests from individuals should be addressed to the detachment Commanders of their particular AFROTC detachment indicating their name and social security number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/SDA, Maxwell AFB, AL 36112, both addresses may be visited by the requester.

Record access procedures:

Requests from individuals should be addressed to the detachment Commanders of their particualr AFROTC detachment,indicating their name and social security number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/SDA, Maxwell AFB, AL 36112, both addresses may be visited by the requester.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Sources of records in the system are educational institutions, secondary and higher learning; government agencies; civilian authorities; financial institutions; previous employers; individual recommendations, interviewing Officers; and civilian medical authorities.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a(k). For additional information, contact the Systems Manager

F05001 AFA A

System name:

05001 AFA A Faculty Academic Records.

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

AF Academy cadets and graduates.

Categories of records in the system:

(1) Cadet information card. (2) Listings of all cadet academic schedules including final examination schedules; rosters of cadets, by course, taking final examinations; extra instruction or hospital instruction schedules; rosters of cadets requesting permission to enroll in independent study, or authorized to drop or add course; listings of course rosters prepared for current semester indicating individual's enrollment by course section; reports of reasons for cadet absences or lateness for academic causes; listings of cadets improperly registered in classes. (3) Themes, research papers, graded recitations, grade reviews, other graded work, laboratory reports, case studies, final and midterm examinations, turnout examinations, validation examinations, and graded reviews of courses in which no final examination is given. (4) Copies of academic schedules and grades; interview forms; requests for academic waivers; documentation of academic difficulty; plans outlining courses that must be taken in order to graduate. (5) Graduate record examination scores, orders of merit scores, cumulative GPA scores, panel commentaries and transcripts. (6) Various cadet grade reports, cards and sheets utilized in auditing and distributing academic grades.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Individual cards on cadets listing name, date of birth, SSN, Admission examination scores, course grades and instructor evaluations concerning aptitude, attitude, and performance are used by faculty departments to evaluate potential cadets for commissioned service and to evaluate potential cadets as future instructors. (2) Provides both cadets and instructors of schedules of classes and classrooms and an explanation for any deviation from these schedules and is used by the cadets and Dean of the Faculty staff to provide locator and scheduling information and to provide course offering information, change current and future semester course enrollments, reschedule cadets and establish criteria for resectioning cadets in their courses during the academic year. (3) Utilized in assigning grade scores by Faculty department, to monitor progress of cadets throughout the academic year and to determine grades. (4) Used for counseling cadets on academic performance by the counselors and advisors. Assists the cadet in planning an academic program that will satisfy graduation requirements. (5) Used in the applications of graduates competing for the various fellowships and other post graduate scholarships by Graduate Scholarship Committee. (6) Used in auditing and distributing academic grades by Dean of Faculty staff and is complied to determine a letter grade for each student in each course.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files, on computer magnetic tapes and printouts, and in file folders/notebooks/binders/ visible files.

Retrievability:

Filed by name, military service number, date of birth, or other identification number of system identifier such as cadet number.

Safeguards:

Records are accessed by authorized person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked safes, file containers, cabinets or rooms.

Retention and disposal:

(1) Retained at USAF Academy, CO 80840 in the department(s). Destroyed by tearing into pieces, shredding, pulping, macerating, or burning after purpose has been served for five years after graduation. (2) Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. (3) Retain for no more than 90 days after end of the semester in which administered the discretion of the course director, return to the cadet for retention as reference and study materials. (4) Same as (2) above. (5) Transferred to USAF Staging Area, USAF Academy, CO 80840, 15 years after graduation, then destroyed by tearing into pieces after 10 additional years. (6) Cadet Grade Report, one copy placed in course book as history of course, all other copies destroyed after one year by tearing into pieces. Grade Card used as input to computer and destroyed at the end of each semester by tearing into pieces. Permanent Record Card is the permanent record of each cadet's grades. It is retained in Cadet Records Section, USAF Academy, CO 80840.

System manager(s) and address:

Dean of Faculty, United States Air Force Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents such as reports prepared on behalf of the AF by boards, committees, panels, auditors and so forth. Information obtained from educational institutions, individual, Department Heads, automated system interfaces and from course requisites.

Systems exempted from certain provisions of the act:

NONE

F05001 0BXQPBB

System name:

05001 0BXQPBB USAF Academy Cadet/Nominee/Applicants Athletic Records

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets. Air Force Academy nominees/applicants.

Categories of records in the system:

Records cover athletic participation by cadets, nominees, and applicants, contest results, news articles and athletic background infor-

mation. Include Roster S: of squadron teams, cadet participation in high school, intercollegiate sports, athletic questionnaire, physical educa- tion grades, test scores, participation absentee and injury records, congressional correspond- ence between candidate and congressman, regarding Academy appointment (used by athletic personnel only).

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to verify participation in intercollegiate athletics determine athletic background of candidates and encourage completion or appointment to academy record cadet participation in intramurals, monitor cadets' physical education progress, determine grades, as basis for intramural awards, background for biographies and hometown news releases, track intramural injuries and absentees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders. Maintained on computer magnetic tapes. Maintained in file folders. Maintained in card files. Maintained as photographs.

Retrievability:

Filed by Name. Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets. Records are stored in locked cabinets or rooms.

Retention and disposal:

All records, with the exception of physical education grades and test scores, are retained in office until superseded, obsolete, no longer needed for referrence, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Grades and test scores are microfilmed and retained as a permanent record. The original card is retired to the USAF Academy Staging area and destroyed after two years.

System manager(s) and address:

Director of Athletics, USAF Academy, Co. 80804.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Chief of Intramural Division, individuals team coaches, individual instructors, cadet squadron athletic officer, educational institutions, public media, individual candidates, instructor grading worksheet, officer in charge of individual sport, individual athlete or registrar's office.

Systems exempted from certain provisions of the act:

NONE

F05002 ATC TTS

System name:

05002 ATC TTS Student Record of Training.

System location:

All Technical Training Centers of Air Training Command (ATC); Field Training Detachments of ATC and the 3700 Technical Training Wing/TTS, Sheppard AFB TX 76311; Officer Training School, Lackland AFB TX 78236; Community College of the Air Force, Lackland AFB TX 78236; and the Washington National Records Center, Washington DC 20409. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees, Air Force Reserve and Air National Guard personnel, foreign nationals, and retired Air Force military personnel who have attended a training course conducted by an ATC activity. Employees of Air Force contractors receiving training at USAF schools.

Categories of records in the system:

Records of individual training and education, subjects studied, reading proficiency training, hours, final grades, and graduation data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Executive Order 9397, 22 November 1943, Number System for Accounts Relating to individual persons. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record individual attendance, achievement and special training progress. To evaluate student's potential for commissioning and need for remedial reaching. Used by FTDs to determine student eligibility to receive certificate of training, and by the Community College of the Air Force to grant college credits for successful completion of the course.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, SSN, by course number, and graduation month and year.

Safeguards:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets and rooms.

Retention and disposal:

Record of individual hours and final grades - held one year, then destroyed; source, support, and control data basic trainee records and special training records - retained for six months after monthly cutoff, then destroyed; Nelson Denny Reading Test Answer Sheets - retained for the class duration, then destroyed; Officer Training School Student Training Summaries maintained for two years after cutoff, then destroyed: Field Training Student Attendance and Rating Records - retained at Sheppard AFB TX 76311 for two years then retired to the Washington National Records Center for an additional 28 years, then destroyed; Student Record of Training - retained at the local ATC Center for two years then retired to the Washington National Records Center for an additional 28 years, then destroyed; Training Progress Reading Proficiency Case Files - destroyed three months after class/course completion. All of the above records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff for Technical Training, Standards and Evaluation Directorate, Randolph AFB TX 78148 (for other than classes/ courses completed at ATC Field Training Detachments & Officer Training School). The 3700 Technical Training Wing/TTS for classes/ courses conducted by ATC Field Training Detachments and the Commander, Officer Training School for OTS student records. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Notification procedure:

Contact Training Department at the Air Force base where the training was conducted for ATC technical training center courses; 3700 Technical Training Wing/TTS, Sheppard AFB TX 76311, for classes/ courses completed at an ATC Field Training Detachment; and Officer Training School/CC, Lackland AFB TX 78236, for OTS student records. Full Name, Social Security Number, Course Number or Title and Dates of Attendance is required. For personal visits, identification card or driver's license is acceptable proof of identity.

Record access procedures:

Individuals can obtain assistance in gaining access from the system manager for OTS student records and classes/courses completed at an ATC Field Training Detachment or from the systems manager in the training department at the Air Force base in ATC where training was conducted.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Training Center Organizational Directory; Enlistment Records; Basic Military Training Records; Score from Nelson Denny Reading Test; Internal Testing and Instructor/Peer Observation; Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05002 0J DOZB

System name:

05002 0J DOZB Individual Academic Records - Survival Training Students

System location:

Fairchild AFB, WA 99011

Categories of individuals covered by the system:

officer and enlisted aircrew members

Categories of records in the system:

survival training students performance

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

document and evaluate students performance

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name. Filed by other identification number or system identifier.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for two years after annual cut-off then forwarded to the Washington National Records Center, where records will be held an additional 28 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Operations, Headquarters Air Training Command Randolph AFB TX 78148

Notification procedure:

Requests from individuals should be addressed to the the 3636 CCTW/DOOS, Fairchild AFB WA 99011. Requests should include name, rank, social security number, course(s) attended and graduation date, if known.

Record access procedures:

Individual can obtain assistance in gaining access by contacting 3636 CCTW/DAD, Fairchild AFB WA 99011 or by contacting the systems manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

survival training supervisors and staff officials

Systems exempted from certain provisions of the act:

NONE

F05002X0J ED A

System name:

05002X0J ED A Community College of the Air Force Student Record System

System location:

The system is centrally administered by the Community College of the Air Force (CCAF), Lackland AFB TX 78236. Computer processing for the system is furnished by the Air Training Command Directorate of Data Automation (HQ ATC/ACD), Randolph AFB TX 78236 Microfiche for the system are created by the USAF Security Service (HQ USAFSS/DADS) Kelly Air Force Base, TX 78243

Categories of individuals covered by the system:

The system may have a record for any person who has a social security number and who has since 1 January 1968 completed a formal course of instruction conducted by one of the Air Force schools identified in the current Community College of the Air Force General Catalog. (Note: Such courses do not include pre-commissioning courses and courses conducted exclusively for officers or their civilian counterparts.) The system also includes records reflecting Air Force courses completed before 1968 and other educational accomplishments for persons who as enlisted members of the Air Force registered in programs of study leading to credentials awarded by the college. (Note: Both here and where appropriate below, the general term Air Force should be understood as including the regular Air Force, the Air Force reserve, and the Air National Guard.)

Categories of records in the system:

The college originates and maintains individual academic records and, where necessary to serve Airmen registered in study programs leading to credentials awarded by the college, maintains a variety of source or substantiating records such as copies of registration applications and document control records derived from such applications; civilian college transcripts; college level examination program score reports; copies of educational records originated by other Air Force and non-Air Force agencies external to the college (such as the Federal Aviation Agency, the United States Armed Forces Institute, and the Defense Activity for Non-traditional Education Support); copies of a variety of Air Force personnel records (such as documents derived from master records maintained by the USAF Military Personnel Center and microfiche records of locator data); and records of credentials awarded to graduates. As necessary to manage the day-to-day operations and to plan development of the record system the college also maintains copies and related records of communications from, to, or regarding persons interested in the college, its educational programs, its student record system, and related matters. Copies of and statistical records derived from individual responses to surveys, questionnaires, and similar instruments authorized by HQ USAF may also be maintained as needed for managerial evaluation and planning by officers of the college.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records originated in the system serve the purpose of documenting, in terms of credit awarded or accepted in transfer by the college, individual educational accomplishments which satisfy curricular requirements of study programs leading to credentials offered by the college. Transcripts of records originated in the college are at the written request of persons concerned furnished to any recipient(s) designated in such requests. Such recipients typically include Air Force Education Services Centers, other offices where Air Force personnel are stationed, educational institutions, and potential or current employers. CCAF transcripts and copies of other records originated in the college are typically used to support educational and occupational counselling, planning, and development; admission to other colleges; and related individual affairs. Other disclosures of personal records originated in or maintained by the college may without the knowledge or written consent of persons concerned be made to Air Force officers, enlisted personnel, and civilian employees directly involved in administering or supporting the educational programs offered or records managed by the college; other Air Force officers, enlisted personnel, and civilian employees who provide educational and related services to Air Force personnel; officers and employees of other agencies as may be necessary to comply with proper requests for records under the Freedom of Information Act (5 USC 552, as amended by Public Law 93-502); and to officers and employees of other agencies as may be necessary to overcome extended interruptions in normal computer processing. Similar incidental disclosures of information recorded in the system may be made to employees of Honeywell, Inc., and other civilian contractors who may be engaged by the Air Force to to provide services which directly or indirectly support the record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Permanent student records are maintained on and reproduced as necessary from microfiche created by computer processing. Microfiche are maintained in special filing stands and in special three-ring

binders. Computer records are maintained on and as necessary reproduced from magnetic media (tape and disk) which when not in use are filed in special cabinets and racks in a library facility. Paper records are maintained in file folders, card files, and conventional cabinets, and in special binders and cabinets designed for computer listings.

Retrievability:

Computer records are retrievable by a combination of social security number (SSN) and certain letters of last name. Microfiche records are retrievable by SSN exclusively. Paper records are retrievable by either SSN or name. Note as may be necessary to support managerial studies by the college staff, computer records may also be retrieved in groups where such records bear common information.

Safeguards:

Records maintained in the college are normally disclosed only upon written request from the persons whose records are to be disclosed or upon written request from an Air Force officer or employee responsible to provide educational or related services to Air Force personnel. Disclosures to non-Air Force agencies not requested by the individual are made only with consent of an officer of the college and as consistent with the Privacy Act of 1974 and the Freedom of Information Act. Except for disclosures within the college as may be necessary to its operations, requests by telephone and other unwritten means will not be honored unless in the judgment of a responsible member of the college staff the requestor is a member or employee of the Air Force acting on behalf of, or is, the person whose record is requested. Special care is exercised to ensure complete identification of the requestor, the person whose record is to be disclosed, and intended use. Other systematic safeguards to ensure integrity of records include secure storage of successive generations of computer master files, existence and long term retention in other Air Force agencies of records which would be needed to rebuild the entire system in the event of catastrophe, and traditional measures to ensure the security of Air Force facilities. All records in the system are during duty hours attended by responsible Air Force personnel and during non-duty hours stored in locked facilities under constant or periodic surveillance by Air Force security police or comparable civilian guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Rules for retention of permanent microfiche and corresponding magnetic tape records have not yet been determined. It is anticipated that such records may need be retained for not less than 30 and not more than 50 years beyond the latest entries on each such record. Transitory computer records (such as input transaction records and records on successive generations of master files) are typically retained only so long as they may be useful, which may be as little as 48 hours or as much as 60 days. Active master file records are by their nature evolutionary and are typically retired within 180 days of a person's separation or retirement or five years after the most recent entry on a given record. (The last rule applies to persons who were not enlisted Air Force members when the last entries on their records were made.) Paper records maintained to serve students registered in study programs are retained so long as a registrant remains active in his or her program. Such records are destroyed one year after a registrant completes his or her study program or three years after the most recent communication from an airman whose program has not been completed. Other records are retained only so long as they may serve a useful purpose, which is typically between 30 and 90 days. No rule has yet been established for retaining records which verify awards of credentials by the college, but it is expected that such records will need be archival.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. System Manager and President, Community College of the Air Force (CCAF/CC) Lackland AFB, TX 78236.

Notification procedure:

Address inquiries to Chief, Student Records Branch (CCAF/RRR) Lackland AFB, TX 78236. Such inquiries will need include the full name (and former names if appropriate), SSN, and birthdate of the inquirer, and should include a full return address (including zip code). Visits to the college are welcomed, and visitors seeking information about personal records should first visit the Office of the Registrar.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. and from addresses listed above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions, from automated system interfaces. and from source documents submitted to the college by or at the request of individuals concerned, or by other Air Force agencies acting on behalf of individuals concerned.

Systems exempted from certain provisions of the act:

NONE

F05101 ADC A

System name:

05101 ADC A Aircrew Training Records, Aerospace Defense Command (ADCOM).

System location:

Headquarters Aerospace Defense Command and all subordinate levels down to and including Air Force installations. Air Force Reserve and Air National Guard activities for which ADCOM is the gaining command. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Aircrew personnel.

Categories of records in the system:

Initial qualification and requalification records; aircrew flying training, ground training, simulator training, individual records; Air Force Form 8 certification of aircrew qualification; aircrew continuation training status reports; formal flying school records; other flying training records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by. Routine uses of records maintained in the system, including categories of users and the purpose of such uses: Records are used to monitor aircrew flying

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to monitor aircrew flying proficiency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in notebooks/binders, as photographs and as wall charts.

Retrievability:

Accessed by name.

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in the performance of their official duties, and by individual aircrew members.

Retention and disposal:

Semiannual records are retained on file for six months; C/EC-121 training records are closed out at the end of fiscal year maintained on file for one year; when an individual's aircraft assignment is changed, forms pertaining to previously assigned aircraft are removed from file. All records removed are either given to the individual concerned or destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff Operations, Headquarters ADCOM, Ent Air Force Base, CO 80912.

Notification procedure:

Requests from individuals should be addressed to the system manager. Give name, grade, social security account number and unit assigned. When visiting system manager present military identification or military discharge, as applicable, to gain access.

Record access procedures:

Individuals can obtain assistance in gaining access from the system manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Formal training schools, unit training officers, flight evaluation officers.

Systems exempted from certain provisions of the act:

NONE

F05101 OJ DOTA

System name:

05101 OJ DOTA Flying Training Records - Nonstudent.

System location:

Columbus AFB, MS 39701; Craig AFB, AL 36701; Lackland AFB, TX 78236; Laughlin AFB, TX 78840; Mather AFB, CA 95655; Moody AFB, GA 31601; Randolph AFB, TX 78148; Reese AFB, TX 79489; Sheppard AFB, TX 79720; Williams AFB, AZ 85244; Webb AFB, TX 79720; and USAFA CO 80840.

Categories of individuals covered by the system:

Aircrew personnel of Air Training Command, academic instructors in flying training courses and Trainer Instructors.

Categories of records in the system:

Record and document aircrew training, evaluations, performance, accomplishments and taped radio transmissions.

Authority for maintenance of the system:

44 USC 3101, and Executive Order 9397, 22 Nov 1943.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Document the training, performance, and qualifications of aircrew and synthetic trainer personnel. Taped radio communications are used to investigate aircraft accidents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, computer printouts, and on magnetic tape.

Retrievability:

Name, social security number, or other identifier such as class number, identification number, voice prints, etc.

Safeguards:

Access by custodian of the record system, access by persons responsible for servicing the record system in performance of their official duties; access by authorized personnel who are properly screened.

Retention and disposal:

Aircrew evaluation documents, training and qualification records on synthetic training instructors and academic instructors are maintained for the duration of an individual's assignment in Air Training Command. Out of date material is returned to the individual. Radio tapes are retained on file for one week unless circumstances dictate otherwise; initial training records are maintained for one year following completion of the training and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Duputy Chief of Staff Operations, Air Trining Command, Randolph AFB, TX 78148.

Notification procedure:

Requrest from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from source documents prepared by personnel administering training or evaluating performance; voice radio communications.

Systems exempted from certain provisions of the act:

NONE

F053030BXQPCAB

System name:

053030BXQPCAB Preparatory School Records

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Preparatory School Students

Categories of records in the system:

This system contains SSN, admissions data including college board test scores and uniform size, academic performance, counseling, disenrollment, and physical fitness information.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is used to measure student performance, progress and potential, for counseling purposes and for possible disciplinary or disenrollment action. Information contained on the record card consisting of grade, performance, and personal information pertaining to the student is used to provide transcripts when requested, to inform parents/guardians concerning student placement on academic advisement or probation and other pertinent information as required, when authorized by the cadet, and used by Preparatory School administrative personnel for management purposes such as emergency data, i.e. blood type, etc. Physical fitness test scores are furnished to the Registrar's Office for use in verification when considering student for nomination to the USAF Academy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in card files. Maintained on computer paper printouts.

Retrievability:

Filed by name and year of enrollment

Safeguards:

Access by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked cabinets or rooms.

Retention and disposal:

Admissions data, counseling records, academic placement, and physical fitness information are dest end of the academic year; college board test data is retained in office files for three months after monthly cut-off, the destroyed; copy of disenrollment data is retained for 5 years after disenrollment then destroyed; performance and student potential data used by academic instructors retained for 1 year; and the record card for 10 years after completion of the program, then retired to the USAF Academy CO 80840 staging area where they are kept per- manently. Remaining documents in the system are destroyed when no longer needed for reference purposes or when superseded. Destruction is by tearing into pieces, shredding, pulping, macerating, burning, or burying.

System manager(s) and address:

Commander, Preparatory School, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from the academic departments within Prep School, based on performance of students, Prep School Commander, from tests administered to students, from student.

Systems exempted from certain provisions of the act:

NONE

F06604 AFLC A

System name:

Maintenance Labor Distribution and Cost System

System location:

Primary system: Computer Operations Section, Data Automation Branch, Comptroller, at Oklahoma City Air Logistics Center, Tinker AFB, OK; Ogden Air Logistics Center, Hill AFB, UT; Sacramento Air Logistics Center, McClellan AFB, CA; San Antonio Air Logistics Center, Kelly AFB, TX; and Warner Robins Air Logistics Center, Robins AFB, GA.

Categories of individuals covered by the system:

All Air Force personnel (both military and civilian) assigned for duty (both permanently and temporarily) within the maintenance activity at each Air Logistics Center.

Categories of records in the system:

Employee Assignment Master File contains: (1) Social Security Number, (2) Military/Civilian Code, (3) Name, (4) Assigned Resource Control Center, (5) Assigned Shift, (6) Assigned Duty Code, (7) Assigned Special Project Code, (8) Assigned Skill Code, (9) Assigned Foreman Code, (10) Assigned Days Off, (11) Bank Card Counter, (12) Status Code, (13) Date Last Action, (14) Primary Change Effective Date, (15) Primary Change Termination Date, (16) Primary Change Resource Control Center, (17) Primary Shift Change, (18) Primary Change Duty Code, (19) Primary Change Special Project Code, (20) Primary Change Skill Code, (21) Primary Change Foreman Code, (22) Primary Change Days Off, (23) Secondary Change Effective Date, (24) Secondary Change Termination Date, (25) Secondary Change Shift, (26) Secondary Change Duty Code, (27) Secondary Change Special Project Code, (28) Secondary Change Skill Code, (29) Secondary Change Foreman Code, (30) Secondary Change Days Off, (31) Interorganization Loan Indicator, (32) Partial Pay Period Code, (33) Regular Hours Worked Pay Period-to-date, (34) Overtime Hours Worked Pay Period-to-date, (35) Holiday Hours Worked Pay Period-to-date, (36) Compensatory Hours Worked Pay Period-to-date, (37) Hazard Hours Worked Pay Period-to-date, (38) Annual Leave Hours Worked Pay Period-to-date, (39) Sick Leave Hours Pay Period-to-date, (40) Other Paid Leave Hours Pay Period-to-date, (41) Compensatory Leave Hours Pay Period-to-date, (42) Leave without Pay Hours Pay Period-to-date. Interdirectorate Loan Data File contains: (1) Social Security Number, (2) Military/ Civilian Code, (3) Name, (4) From Resource Control Center, (5) From Shift, (6) From Duty Code, (7) From Special Project Code, (8) From Skill Code, (9) From Foreman Code, (10) From Days Off, (11) To Resource Control Center, (12) To Shift, (13) To Duty Code, (14) To Special Project Code, (15) To Skill Code, (16) To Foreman Code, (17) To Days Off, (18) Monthly Actual Hours. Inter/Intradirectorate Loan Data File contains following information on all affected individuals covered by the system: (1) Social Security Number, (2) Military/Civilian Code, (3) Name, (4) From Resource Control Center, (5) From Shift, (6) From Duty Code, (7) From Special Project Code, (8) From Skill Code, (9) From Days Off, (10) From Foreman Code, (11) To Resource Control Center, (12) To Shift, (13) To Duty Code, (14) To Special Project Code, (15) To Skill Code, (16) To Days Off, (17) To Foreman Code, (18) Starting Date, (19) Date Last Action, (20) Current Month Hours, (21) 1st Previous Month Hours, (22) 2nd Previous Month Hours, (23) 3rd Previous Month Hours.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to accumulate labor costs for various workloads accomplished within the maintenance activity. Actual labor rates used within the system are obtained (via the Social Security Number) from the Civilian Payroll System and Military Payroll System.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disk packs for principle storage medium with back-up maintained on magnetic tape.

Retrievability:

Retrieved by Foreman Code, Military/Civilian Code, Resource Control Center.

Safeguards:

All personnel authorized to add, change, or delete records from these files will be issued individually coded badges which are required for submission of transactions. Maintenance activity managers requiring access to update files must request information through the Data Automation Branch. All products containing Privacy Act information bear a notice at the top of each sheet, 'PERSONAL DATA - PRIVACY ACT OF 1974 (PL93-579) FOR OFFICIAL USE ONLY.' Products are controlled by manual distribution to requesting managers.

Retention and disposal:

All Privacy Act information contained in this system is deleted (1) in the case of the Employee Assignment Master File, at the end of the biweekly pay period following termination of an individual's assignment to a maintenance activity, and (2) in the case of files containing loan data, at the end of fifteen months following termination of an employee loan.

System manager(s) and address:

Directorate of ADP Resources Office of DCS/Comptroller, Headquarters, Air Force Logistics Command, Wright-Patterson AFB, OH 45433.

Notification procedure:

Information may be obtained from the Air Logistics Center where an individual is employed: Chief, Cost Accounting Branch, Accounting and Finance Division, Comptroller, at Oklahoma City Air Logistics Center, Tinker AFB, OK 73145; Ogden Air Logistics Center, Hill AFB, UT 84406; Sacramento Air Logistics Center, McClellan AFB, CA 95652; San Antonio Air Logistics Center, Kelly AFB, TX 78241; or Warner Robins Air Logistics Center, Robins AFB, GA 31093.

Record access procedures:

Requests from individuals should be submitted to the maintenance activity at the Air Logistics Center where employed. Written requests should contain the full name, social security number, address, telephone number, and current assignment within the maintenance activity of the requestor, and should be addressed to Director of Maintenance at: Oklahoma City Air Logistics Center, Tinker AFB, OK 73145; Ogden Air Logistics Center, Hill AFB, UT 84406; Sacramento Air Logistics Center, McClellan AFB, CA 95652; San Antonio Air Logistics Center, Kelly AFB, TX 78214; or Warner Robins Air Logistics Center, Robins AFB, GA 31093. Request may also be made by personal contact between requestor and his/her supervisor within the maintenance activity.

Contesting record procedures:

The Air Force's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from the systems manager.

Record source categories:

Information obtained from Civil Service Commission Standard Form 50 accompanying an employee into a maintenance activity, and from the Civilian Payroll System and Military Payroll System.

Systems exempted from certain provisions of the act:

None

F06608 SAC A

System name:

06608 SAC A ICBM Maintenance Standardization and Evaluation Program.

System location:

Headquarters Strategic Air Command (SAC), Eighth and Fifteenth Air Force; all SAC missile wings/divisions; 3901 Strategic Missile Evaluation Squadron. Official mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Intercontinental Ballistics Missile maintenance personnel assigned to Missile Maintenance, Munitions, Communications, and Civil Engineering who have been designated by local maintenance managers as being in the evaluation program.

Categories of records in the system:

Evaluation records on technical proficiency, including manual and automated summaries of task performance. Administrative records of Evaluation Review Panels, including comments on substandard task performance, required corrective action or training, and follow-up actions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record individuals maintenance task performance results. This information is used by SAC to determine, rate, and evaluate individual maintenance performance as it contributes to the unit maintenance effort.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files, computer magnetic tapes, and computer paper print-outs.

Retrievability:

Filed and retrieved by name, team number, team type, date.

Safeguards:

Records are accessed by person(s) in performance of official duties. Records are stored in locked rooms or cabinets. Records are controlled by computer system software.

Retention and disposal:

Retained on file until superseded, obsolete, or no longer needed for reference. Destroyed when individual permanently leaves duties assigned in evaluation program. Current records may be forwarded to gaining unit if assigned to another SAC unit. Computerized evaluation records are forwarded periodically to 3901 Strategic Missile Evaluation Squadron. Destroyed by tearing into pieces, shredding, pulping, burning or macerating.

System manager(s) and address:

Director of Missile Maintenance, Headquarters Strategic Air Command, Offutt Air Force Base, Nebraska 68113. Functional Area Managers in addition to Director of Missile Maintenance are: Director of Facilities, Director of Munitions and Director of Communications-Electronics. Field evaluation and statistical analysis of evaluation results are performed by 3901 Strategic Missile Evaluation Squadron, Vandenberg Air Force Base, California 93437. System Managers at installation level are: Chief of Maintenance in Missile Maintenance, Communications, Munitions and Civil Engineering Squadrons.

Notification procedure:

Requests for individuals should be addressed to the system manager of unit to which assigned. Request information by name, grade, and unit of assignment.

Record access procedures:

Individual can obtain access from the system manager of unit to which assigned.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as forms and reports) prepared by or on behalf of the Air Force by boards, committees, panels, auditors, instructors, inspectors, evaluators, and so forth.

Systems exempted from certain provisions of the act:

NONE

F06711 AFSC A

System name:

06711 AFSC A Equipment Maintenance Management Program (EMMP).

System location:

Aeronautical Systems Division, Computer Center, Wright-Patterson AFB, OH.

Categories of individuals covered by the system:

Military and civilian personnel in Aeronautical Systems Division, Air Force Avionics Laboratory, Air Force Flight Dynamics Laboratory, Air Force Aero Propulsion Laboratory, Air Force Materials Laboratory, Air Force Human Resources Laboratory and Aerospace Medical Research Laboratory at Wright-Patterson AFB having custody of high value precision measurement equipment.

Categories of records in the system:

Equipment maintenance management data on equipment signed out to individuals by equipment item number, model number, date checked out, office symbol, calibration due date, user social security number and name.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Executive Order 9397, 22 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain maintenance and management control of high value equipment including issuance, security and storage, and recalibration.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and computer paper printouts.

Retrievability:

Records may be retrieved by custodian name and social security number or by equipment ID number and manufacturer.

Safeguards:

Computer records are maintained under systems software with password control. Printouts are kept in locked cabinets and desks. Offices and buildings are locked after duty hours.

Retention and disposal:

Printouts are kept up to a two weeks maximum and then destroyed by tearing into pieces.

System manager(s) and address:

Air Force Wright Aeronautical Laboratory, Logistics Office, Assistant for Operations, Wright-Patterson AFB, OH 45433.

Notification procedure:

Requests from individuals should be addressed to the system manager. Requesting individuals will be required to supply full name and office symbol or name of immediate supervisor for telephone requests; full name, driver's license or base ID card for personal visits.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager, telephone area code (513) 255-4522.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individuals and automated systems interface.

Systems exempted from certain provisions of the act:

NONE

F07601 MAC A

System name:

07601 MAC A Passenger Reservation and Movement System.

System location:

Headquarters Military Airlift Command (MAC), Scott AFB, Illinois; Aerial Ports of Embarkation and Debarkation, military airfields or installations (all Services), certificated air carriers at civil (commercial) airports, and any activity or agency responsible for initiating or receiving a request for the movement of personnel and their baggage; manifesting, tracing and billing actions; and statistical data collection. Official mailing addresses are in the Department of Defense directory or the current United States Government manual. Commercial air carrier addresses are listed in the Official Airlines Guide.

Categories of individuals covered by the system:

Military, civilian, statutory, congressional and others sponsored by the Secretary of Defense or Military Service Secretaries. The Executive Office, Executive departments, independent agencies, Legislative Branch and the Judicial Branch.

Categories of records in the system:

Travel order, transportation authorizations, and passenger name records. Categories of information in the passenger name record include but are not limited to: name, grade, seats required; reservation identification code (RIC) which is assigned by a requesting activity or individual passengers and is the social security number or other unique identifier; origin, destination, requested travel dates, routing indicator (identifies the activity/installation requesting the reservation), cancellation and type standby codes (identifies the reason the passenger did not depart as scheduled); flight number, departure date and reporting time, and other administrative codings as determined by a Service activity or MAC to facilitate the completion of travel to include baggage tracer and billing actions. The

passenger name record is a complete listing of all transportation related administrative actions related to individual passengers.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Passenger name records are used to prepare aircraft manifests for passenger identification processing and movement on military aircraft, commercial contract (charter) aircraft, and on seats reserved (blocked) on regularly scheduled commercial aircraft at military and civilian airports. Records in this system are also used to: (a) develop billing data to the user Military Services or other organizations; (b) determine passenger movement trends; (c) forecast future travel requirements; and (d) identify, research, and resolve transportation related problems. In addition, records may also be used as the basis of disciplinary action initiated by the requesting activity; and the conduct of official investigations. Records from the system are routinely disclosed to other Federal agencies and offices provided transportation, and to civilian airlines and airports for transportation services.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, notebooks/ binders, card files, computer paper printouts, computer magnetic tapes, disks, microfiche or rolled microfilm.

Retrievability:

Records on this system may be retrieved by any of the following means: by name - RIC (SSN) channel, flight number, movement channel, type transaction, type travel, special passenger category, type standby code, passenger cancellation reason code.

Safeguards:

Records are stored in locked cabinets, rooms or buildings. Records are accessed by the custodian and person(s) responsible for servicing the record system in performance of their official duties. Access controlled by the manager and restricted to authorized personnel and, executive software sign on procedures control access to the computer data base.

Retention and disposal:

Transportation authorizations and orders are retained in office files for two years after the annual cut-off, then destroyed. Other records in the system are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. These records are destroyed by one of the following means: by tearing into pieces, shredding, pulping, macerating, burning, or degaussing in the case of magnetic computer media.

System manager(s) and address:

Director of Terminal Operations, Deputy Chief of Staff, Air Transportation, Headquarters Military Airlift Command, Scott AFB, Illinois 62225.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Full name, reservation identification code, and movement channel are required for inquiries.

Record access procedures:

Individuals can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from military transportation and personnel activities, individuals requesting air travel or from other agencies designated to arrange air passenger reservations.

Systems exempted from certain provisions of the act:

NONE

F08003 0HCNBCA

System name:

08003 0HCNBCA Aeromedical Research Data.

System location:

Aerospace Medical Division(AMD) Brooks Air Force Base, TX 78235.

Categories of individuals covered by the system:

Personnel receiving medical evaluations from Department of Defense medical facilities. Participants in epidemiologic studies sponsored by agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institute of Health, National Research Council, and Occupational Safety and Health Administration.

Categories of records in the system:

Medical evaluations, Demographic and mortality data.

Authority for maintenance of the system:

10 US Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individually identifiable records are used by medical authorities and consultants of the Department of Defense and Federal Aviation Administration to determine that individual's fitness for duty. Data on foreign personnel are used by the corresponding authority in that individuals country to determine his fitness for duty. An individual's record is used by medical personnel to deliver medical care to that patient. Aeromedical research data are used by scientists working with agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institute of Health, National Research Council, and Occupational Safety and Health Administration to determine medical criteria for duty, and to develop methods to prevent disease and disability.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in microfilm jackets, in paper files, on analog and digital magnetic tape, and on disks.

Retrievability:

Filed by Name, by Social Security Number (SSAN), by other identification numbers and patient characteristics. by Social Secuirty Number *SSN*,

Safeguards:

Computerized patient records retrievablle from remote terminals are protected from unauthorized access or alteration by a data management system which requires a password for allowing access to the authorized subset of data. When appropriate for research purposes, the data base management system permits scientists to examinpatient records without revealing the unique patient identifiers. All of the data is accessed only by the custodian of the record system, and released only to medical personnel and scientists who are properly screened and cleared for need to know.

Retention and disposal:

Destroy paper and microfilm files when no longer needed or after 25 years by tearing, shredding, pulping, macerating or burning. Magnetically stored date is destroyed by erasure.

System manager(s) and address:

Commander Aerospace Medical Division, Brooks Air Force Base, TX 78235.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from military personnel records.

Systems exempted from certain provisions of the act:

NONE

F10010 AFCS A

System name:

10010 AFCS A Military Affiliate Radio System (MARS) Member Records.

System location:

At Headquarters Air Force Communications Service (AFCS), subordinate headquarters, and Air Force installations. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notice. At MARS member stations.

Categories of individuals covered by the system:

Amateur Radio Operators licensed by United States Air Force (USAF) MARS.

Categories of records in the system:

MARS Personnel Action Notification and Registration; MARS Station Questionnaire; Application for Membership in Military Affiliate Radio System. Information includes individuals name, MARS call sign, amateur call sign, mailing address, Federal Communications Commission (FCC) license class, MARS assignment, communications capability, MARS position, military status, and telephone number.

Authority for maintenance of the system:

10 USC 8012 Secretary of Air Force, powers and duties; delegation by. Routine uses of records maintained in the delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify MARS members, to describe and update information concerning members, station capability, MARS assignment and position status, to assign call signs and designators, to specify operational parameters and constraints, mailing address, amateur license, telephone number, and responsibilities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and/or apperture cards.

Retrievability:

Filed by name, by call sign or designator and geographic location.

Safeguards:

By authorized personnel in the course of their duties who are properly screened and cleared for need-to-know. Stored in file cabinets.

Retention and disposal:

At HQ AFCS, retained until termination of membership or alteration of information and then destroyed by tearing to pieces, shredding, pulping, macerating or burning. At MARS stations, retained in office files until reassignment or termination of membership and then destroyed by tearing to pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Directorate of Systems Evaluation, Deputy Chief of Staff for Operations, HQ AFCS, Scott AFB IL 62225, and Director of Operations at all other levels.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Appoint MARS officials and Base MARS Directors.

Systems exempted from certain provisions of the act:

NONE

F11001 JAG A

System name:

11001 JAG A Litigation Records (Except Patents).

System location:

At Headquarters United States Air Force, Washington, DC 20330. At Headquarters of Major Commands and all levels down to and including Air Force installations worldwide. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All individuals who have brought suit against, or been involved in litigation with, the United States or its officers or employees concerning matters related to the Department of the Air Force; or persons against whom litigation has been filed under 28 USC 134b, 46 USC 741-52, 4781-90, 31 USC 71, 951-3, 42 USC 2651-3.

Categories of records in the system:

Pleadings, motions, interrogatories, orders, letters, messages, forms, reports, surveys, contracts, bids, photographs, legal opinions, answers, complaints, memoranda; personnel, finance, medical, business records; audits, summons, English translations of foreign documents, other evidentiary material, court orders and rulings; other documents including but not limited to: Environmental Impact Statements, contract determinations, witness statements, law enforcement agency investigative reports, administrative reports, engineering and technical reports and surveys; some records may be security classified.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by. Routine uses of records maintained in the delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by USAF personnel tasked with supervisory and reporting responsibilities in connection with civil litigation; to enable the United States and its officers, employees, members, and parties to the litigation upon which suits at law can be prosecuted or defended in civil domestic or foreign litigation; used by Department of Justice and its officers and employees in the actual litigation of cases involving matters concerning the Department of the Air Force and in some instances the Department of Defense; 9to provide to Congress information upon which a reply to 9Congressional inquiries can be made; used by the Veteran's Administration and its officers and employees to adjudicate claims; to obtain from the Surgeon General and the military 9and civilian medical consultants thereto medical opinions 9upon which litigation decisions can be made by The Judge Advocate General and the Department of Justice; to provide information to the Court of Claims on legislative referral of private relief bills; used by law enforcement agencies, such as the Federal Bureau of Investigation, and their officers and employees in the conduct of background investigations and criminal investigations; used by the Air Force Audit Agency in conducting audits; used by the Board for 9the Correct of Military Records; used by the Air Force Accounting and Finance Center and its officers and employees 9for the adjudication of claims; when the Department of 9Defense or a military department is involved, civil liti9gation files are provided to any agency of the Department of Defense having a need for such files; provide litigation files to the legal staffs of the armed forces for the purpose 9of training of legal, paralegal and administrative personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name of litigant and year of litigation.

Safeguards:

Records are accessed by authorized personnel in the course of their duties. Records are stored in locked containers or rooms and controlled by personnel screening.

Retention and disposal:

Files at the Claims Tort Litigation Division, Office of the Judge Advocate General, HQ USAF, are retired permanently at Washington National Records center, Washington, DC 2040, other levels destroy after two years upon completion of agency action; destroy after two years if files under 42 USC 2651-3. Destroy by tearing into pieces, shredding, macerating, pulping, or burning. Other records are retained in office files for two years after annual cut-off, then retired to Washington National Records Center, Washington, DC 2040, for permanent retention.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force, Washington DC 20330. Subsystems Managers are the Staff Judge Advocate at concerned subordinate command or installation for foreign civil litigation records.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager or Subsystems Manager as appropriate.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager or Subsystems Manager as appropriate.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Court records, correspondence initiated by parties to litigation, reports prepared by or on behalf of the Air Force, reports of Federal, state, local or foreign government agencies and information obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F12001 DPX B

System name:

12001 DPX B Investigation/Complaint Files

System location:

At Headquarters United States Air Force and at headquarters of major commands and all levels down to and including Air Force Installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Any individual specified in a formal complaint action.

Categories of records in the system:

The records maintained provide circumstances of a Service member's allegation of discriminatory treatment and the results of any inquiry/investigation related to the allegation. Such complaints may originate as Congressional/White House inquiries, Inspector General complaints, letters to the Air Force or Office of the Secretary of Defense (OSD) authorities, or complaints presented through equal opportunity channels. Records are manual.

Authority for maintenance of the system:

10 USC 8012 and 8032.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of investigation/complaint records is to provide information to commanders or complaints in the resolution of complainant's grievances. Principal purpose of the information is to document the circumstances and resolution of a particular allegation handled by Equal Opportunity personnel. All or a portion of the information contained in the files may be disclosed, upon request, to alleged discriminators.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name, by category.

Safeguards:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes, locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Equal Opportunity, and Treatment Branch, Social Actions Division, Deputy Chief of Staff Personnel, HQ USAF; and Chief of Social Actions at major command headquarters down to and including Air Force installations.

Notification procedure:

Requests from individuals should be addressed to Systems Manager at the appropriate level. Individuals should identify full name, military status, dates of service, unit of last or present assignment, Social Security Number (SSN), and type of record involved. For personal visits, the requester may present proof of identity to include full name from driver's license or military identification card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Requests for information regarding individual persons should identify full name, military status, dates of service, unit of last or present assignment, Social Security Number (SSN), and type of record involved. For personal visits, the requester may present proof of identity to include full name from driver's license or military identification card.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Records are manually compiled from complaints filed, Congressional correspondence, OSD correspondence and chief of Staff, United States Air Force correspondence.

Systems exempted from certain provisions of the act:

NONE

F12501 0QVDYDC

System name:

12501 0QVDYDC Field Interview Card

System location:

Air Force installations.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees, Air Force Reserve personnel, Dependents of military personnel, and civilians not affiliated with DOD.

Categories of records in the system:

field interview card which contains name,address,telephone number,physical description,age,date of birth,description of clothing worn,if an automobile is involved,the make,year,decal number license and style and color

Authority for maintenance of the system:

10 USC 8012 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

purpose of system is to obtain and record information on the presence of individuals in a special location at specific time and date. Information is used by the chief of security police and security police investigators at base level. Information is used as an investigative tool in the identification of crime suspects and witnesses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, and locked cabinets or rooms and are controlled by personnel screening.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

chief of security police at base concerned.

Notification procedure:

requests should be addressed to chief of security police at base concerned required information from individual will be name and address.to obtain information requestor may visit the office of the chief of security police at base concerned. Requester must provide a current military identification card, civilian personnel must provide a civilian identification card or driver's license.

Record access procedures:

individuals can be notified by contacting the chief of security police at the base concerned.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Source of information is individual interviewed, witnesses and interviewing security policemen.

Systems exempted from certain provisions of the act:

NONE

F16001 AFA A

System name:

16001 AFA A Cadet Hospital/Clinic Records.

System location:

At USAF Academy CO 80840.

Categories of individuals covered by the system:

AF Academy Cadets.

Categories of records in the system:

Daily roster of cadets hospitalized and report of cadet visits to the cadet clinic.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information collected for purpose of notifying concerned individuals of status of cadets hospitalized. Users include: Superintendent, Commandant of Cadets and Hospital Commander. Information used to provide Superintendent daily report of number and status of cadets hospitalized; provide Hospital Commander and staff daily report of status of cadets hospitalized; provide Commandant and staff daily report of number and status of cadets hospitalized; provide information to Air Officer Commanding so that he may notify parents as required when their child is hospitalized more than three days; concerned personnel can note trends in hospitalization in terms of numbers of cadets hospitalized, length of hospital stay, and nature of medical problems being treated. (2) Report of visits to cadet clinics; record the time a cadet enters the clinic, what his complaint is and explanation of excusals and time he exited the clinic. Distribution of this info is made to Cadet Safety, Athletics and individual concerned. Cadet Safety uses it to monitor cadet activity for ground safety program. Athletics uses to monitor excusals from physical education and to evaluate injury rates. The individual uses it to justify time away from classes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

(1) Records are accessed by the custodian, person(s) responsible for servicing the record system, and authorized personnel who are properly screened and have a need-to-know. Records are stored in locked cabinets or rooms. (2) Clinic copy is under the direct control of Non-Commissioned Office in Charge (NCOIC) of Administrative Services. Distribution is made only to acknowledged representatives of Cadet Wing Safety and Athletics.

Retention and disposal:

Retained in office files for one year after annual cut-off then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, USAF Academy Hospital, USAF Academy, CO 80840.

Notification procedure:

Requests should be addressed to the Registrar, USAF Academy Hospital Cadet Liaison, and should include full name, and date of hospital admission.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions, the individual, a physical and/or medical technicians.

Systems exempted from certain provisions of the act:

NONE

F16001 SGPC A

System name:

16001 SGPC A Medical Professional Staffing Records

System location:

At Air Force medical centers, hospitals, and clinics. All health facilities where graduate health education programs are conducted.

Categories of individuals covered by the system:

Practitioners, who are, or have been, members of the USAF Medical Service or Civil Service Employees (including civilian consultants who engage in direct patient care) and who are assigned to, employed by, or practice in the Air Force medical facility for the purpose of providing health services for eligible beneficiaries; United States Air Force Medical Service personnel pursuing graduate health education programs.

Categories of records in the system:

(1) Credential review files: Contains curriculum vitae, training reports, journals of patients managed, summaries of ambulatory experience, letters of evaluation, summaries of special activities or other information furnished or solicited in order to fully evaluate the professional qualifications of individuals. (2) Health education records: applications for training, training reports, Faculty Board reports, photograph or negative, and personnel documents related to training.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information contained in credential review files are used to award inpatient and ambulatory clinical privileges to all categories of health practitioners. They may also be used as background data to respond to applications submitted by individual, admission to professional medical societies, employment, for medical privileges at civilian institutions. Health education records are used to permit evaluation of individuals in training, by program directors, in managing the individual in training; by the record maintenance personnel, to document changes to the individual's personnel record maintained by the servicing Consolidated Base Personnel Office (CBPO).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. By commanders of USAF medical centers hospitals and clinics (credential review files); by program directors, trainees and personnel managers with the need to know (health education records).

Retention and disposal:

(1) credential review files are retained in the office files of the medical facility the practitioner is assigned or employed. Following separation, resignation, or retirement, the files are retained at the location of the last duty assignment for a period of 3 years and then are destroyed. (2) Health education files are retained by the director of health education until training is completed, files are then kept by the health facility for 30 years and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; if facility is deactivated, the records are retired to the Washington National Records Center, Washington, DC 20409 to be retained until the 30-year period has expired at which time they will be destroyed.

System manager(s) and address:

For credential review files: The Surgeon General, Headquarters, United States Air Force; Commanders of medical centers, hospitals, clinics; Director, Washington National Records Center, Washington, DC 20409. For health education records, individuals should give full name, military status, social security number, when they entered training and completed training, and what corps within the medical service they are a member. Individuals may visit either the health

facility main- taining the records or the Office of the Surgeon, Air Force Military Personnel Center, Randolph Air Force Base, Texas to learn if the record system contains their records. When visiting either of these locations, the individual must provide a valid drivers license or equivalent identification containing a photograph to establish identity.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

For credential review files, individual may obtain assistance in gaining access from the Systems Manager. For health education records, individual may obtain assistance by writing or presenting themselves in person to the health facility where the records are maintained. Official mailing addresses are in the Depart- ment of the Air Force Directory in the appendix to the Department of the Air Force system notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Credential review files: Basic information submitted by the practitioner. Additional information may be solicited from other sources in order to permit the credentials committee to best judge the capabilities of the practitioner. Health education records: Previous employer, educational institutions, master personnel record, information provided by the individual concerned.

Systems exempted from certain provisions of the act:

NONE

F16805 ASGHB R

System name:

16805 ASGHB R Health and Outpatient Records

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205. United States Air Force Academy, USAF Academy CO 80840. National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Air Force hospitals, medical centers and clinics. consolidated flight record custodians at Air Force installations. Air National Guard activities. Air Force Reserve units. in the appendix to the Air Force's systems notice. Other authorized medical units servicing military personnel and/or their dependents, such as National Aeronautics and Space Administration, Embassies, Federal Aviation Agency, Public Health Service, Veterans Administration.

Categories of individuals covered by the system:

All personnel authorized to receive medical care in an Air Force facility.

Categories of records in the system:

Chronological record of all care received in military medical facilities. This is primarily a record of all treatment received on an outpatient basis with supporting documentation such as laboratory and x-ray reports; the record also includes copies of cover sheets and summaries of each period of hospitalization the patient has had. Certain administrative forms which concern medical conditions, such as Line of Duty Determinations, Physical Profiles, Medical Recommendation for Flying Duty are also included. To proivde ready accessibility to the records, an alphabetical name file is maintained.

Authority for maintenance of the system:

Title 10, United States Code Sections 133 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as chronological record of patient's health while authorized care in a military medical facility. By patient or legal representative for further medical care, legal purposes, other uses such as insurance requests or compensation claims as specifically authorized by the patient. Physician for further medical care of patient, research, teaching, legal purposes. Other Patient Care Providers within the hospital for furhter medical care of the patient, research, teaching, legal purposes. Hospital and Medical Staff for evaluation of medical staff performance in the medical care rendered; medical research; teaching; hospital accreditation; preparation of statistical reports; reporting communicable diseases and other conditions required by law to federal and state agencies; legal purposes. Army-Navy-Veterans Administration-Public Health Service-any other hospital, clinic etc for further medical care of the patient if he is currently undergoing treatment there. Judicial - by attorneys and courts for litigation purposes (record is released only upon receipt of the patients' signed authorization or a court order). Insurance Companies - requires the patients' written consent for release. Used for establishing insurance benefits or payment of benefits. Other Air Force Agencies - such as Central Tumor Registry which maintains files on all patients in whom a malignancy has been diagnosed; Office of Special Investigations when required for an investigation they are conducting; Judge Advocate General for litigation purposes. Other Federal and State Agencies - such as Veterans Administration and Department of Labor (Workmens Compensation) for adjudication of claims; reporting communicable disease or other conditions required by law. Other persons or agencies as specifically authorized by the patient.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in card files and in machine - readable form.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN) and by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are accessed by commanders of medical centers and hospitals. Records are stored in locked cabinets or rooms. Records are controlled by personnel screening.

Retention and disposal:

Records for military personnel are retained for fifty years after date of last document; for all others, twenty-five years. While on active duty, the Health Record of a US military member is maintained at the medical unit at which the person receives treatment. On separation, or retirement, records are forwarded to National Personnel Records Center/Military Personnel Records (NPRC/MPR) or other designated depository, such as Air Reserve Personnel Center if reservist; to appropriate state National Guard unit, if National Guard member; to appropriate Veterans Administration Regional Office if VA Claim has been filed. Records of other personnel may be handcarried or mailed to the next military medical facility at which treatment will be received, or the records are retained at the treating facility for a minimum of 1 year after date of last treatment then retired to NPRC or other designated depository, such as, but not limited to, Commandant (PM) US Coast Guard, Washington DC 20226 for Coast Guard active duty members; Medical Director, American Red Cross, Washington DC 20006 for Red Cross Personnel. (Records at NPRC are destroyed by burning or shredding).

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force. Chief of Air Force Reserve, Headquarters United States Air Force. Director of Air National Guard, Headquarters United States Air Force. Commanders of medical centers hospitals clinics medical aid stations; Commander, Military Personnel Center; Director National Personnel Record Center (military) 9700 Page Blvd, St Louis, MO 63132; Director, National Personnel Record Center (civilian), 111 Winnebago St., St Louis, MO 63118. Individuals who have records responsibility at all other authorized medical units servicing military personnel and their dependents.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Physicians and other patient care providers such as nurses, dietitians, physicians assistants, etc. Administrative forms filed in the records will be completed by appropriate official, military or civilian.

Systems exempted from certain provisions of the act:

NONE

F17603 OYUEBLA

System name:

17603 OYUEBLA Individual Earning Data

System location:

Headquarters of the major commands and separate operating agencies. individuals concerned and at Internal Revenue Service (IRS).

Categories of individuals covered by the system:

Off duty Active duty military personnel. employed by Isolated Site Lounge Sundry Fund (ISLSF).

Categories of records in the system:

Individual pay records and identifies individual by name and social security account number (SSAN).

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To report to the IRS individual earnings so that federal income tax may be collected on all payments made to individuals employed in the operation of an ISLSF.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in card files.

Retrievability:

Filed by Name. Filed by Social Security Number (SSAN). conventional.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

retained in air force Communications Service Comptroller files for four years after wages are paid, then destroyed by tearing into pieces. Retained by individual for reporting income to IRS.

System manager(s) and address:

Director of Personnel Services, Deputy Chief of Staff/Personnel Headquarters AFCS, Scott AFB IL 62225. Comptroller of the Air Force, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17607 DPM A

System name:

17607 DPM A Morale, Welfare, and Recreation (MWR) Participation/Membership/Training Records

System location:

At Air Force Military Personnel Center, Randolph AFB TX 78148; at major command headquarters; at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Active duty and retired military members and their dependents; members of Reserve components while on inactive duty for training and DOD civilians and their dependents; certain other categories for individuals identified by authorized personnel who directly support Air Force mission requirements. Following additional categories apply for specific activities activities as indicated: Air Force Aero Clubs: Air Force, Army, or Naval Academy Cadets; military members of foreign governments on duty with the DOD; members elected to the US Congress or a statutory appointee of the Federal Government; Federal Government employees working on military installations and conducting various recreation programs. Utilized by personnel responsible for conducting Air Force MWR activities. May be provided to commercial or non-profit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved. May be provided to any Department of Defense component or any part thereof and, upon request, to any other Federal, state, and local governmental agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforcement and/or litigation.

Categories of records in the system:

Volunteer, membership, attendance, training, and participation/competition records and supporting data relative to Air Force MWR activities.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; 44 USC 3101, Records management by agency heads: general duties; and Executive Order 9397, 23 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine membership/participation eligibility; maintain patron attendance; conduct contests; monitor training and currency of members; and serve as data base for designing and currency of members; and serve as data base for designing and conducting various recreation programs. Utilized by personnel responsible for conducting Air Force MWR activities. May be provided to commercial or non-profit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved. May be provided to any Department of Defense conponent or any part thereof and, upon request, to any other Federal, state, and local governmental agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforcement and/or litigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

Filed by name and/or Social Security Number (SSN).

Safeguards:

Records are maintained in secured buildings. Access is controlled by authorized personnel and limited to those requiring access in the performance of their duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning, or surrender to member upon termination, as applicable.

System manager(s) and address:

Assistant Duputy Chief of Staff Personnel for Military Personnel (DPMSO), Randolph AFB TX 78148.

Notification procedure:

Request from individual should be addressed to the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager indicating the individual's full name and SSN.

Record access procedures:

Individuals may contact the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager to exercise their rights under the Act. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual applications for membership/participation in MWR activities and offices of primary responsibility for MWR activities.

Systems exempted from certain provisions of the act:

NONE

F17708 0EACYVD

System name:

17708 0EACYVD Indebtedness and claims

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. Denver Federal Archives and Record Center Bldg 48 Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system:

Active duty military personnel. Air Force civilian employees. Former Air Force civilian employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Air Force Academy cadets. Dependents of military personnel. Exchange Officers. Foreign nationals.

Categories of records in the system:

Records of current and former military members and civilian employees pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements. These records include, but are not limited to, individual military pay records, substantiating documents such as military pay orders, pay adjustment authorizations, military master pay account print out from Joint Uniform Military Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personal financial records, credit reports, promissory notes, individual financial statements, and correspondence. Applications for waiver of erroneous payments or for remission of indebtedness with supporting documents, including but not limited to, statements of financial status (personal income and expenses), statements of commanders, statements of Accounting and Finance Officers, correspondence with members and employees. Claims of individuals requesting additional payments for services rendered with supporting documents including, but not limited to, time and attendance reports, leave and earnings statements, travel orders, travel vouchers, statements of non-availability of quarters and mess, paid receipts, and correspondence with members and employees. Delinquent accounts receivable from base Accounting and Finance Officers including, but not limited to, returned checks, medical services billings, collection records, and summaries of the Air Force Office of Special Investigation and Federal Bureau of Investigation reports. Reports from probate courts regarding estates of deceased debtors. Reports from bankruptcy courts regarding claims of the US against debtors.

Authority for maintenance of the system:

31 USC 951-953; 10 USC 2774; 10 USC 9837 (d); 5 USC 5584; 12 USC 1715m.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information is collected to determine eligibility for waiver of erroneous payments and remission of indebtedness or additional payments for services rendered. Also, information is required to attempt collection of all claims of the United States for money or property arising out of the activities of the United States Air Force. Claims of the United States may be compromised, terminated, or suspended when warranted by information collected. The records are used by, but not limited to, Air Force Accounting and Finance Center (AFAFC) Director of Accounting and Finance and Deputy Director of Accounting and Finance (HQ USAF/ACF), Assistant Secretary of the Air Force for Manpower and Reserve Personnel (SAF/MR), United States Air Force Comptroller (HQ USAF/AC), and the Comptroller General. AFAFC/CC uses the information to make final determinations or recommendations to SAF/MR, HQ USAF/AC, or the Comptroller General; to furnish legal advice to operating officials; to establish debts and respond to letters received from individuals. After action is completed, files are closed and filed in individual records. SAF/MR, HQ USAF/AC and the Comptroller General use the files for making final determinations. Disclosures made pursuant to the Freedom of Information Act. Disclosures to the Department of justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in machine - readable form.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to the Denver Federal Archives and Record Center for nine additional years, and then sold to salvage paper companies to be destroyed by shredding, tearing, mascerating, pulping or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status , duty station or place of employment, or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status , duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial and medical institutions; automated system interfaces; police and investigating officers; the public media; a state or local government; and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth; credit bureaus; Bureau of Employees Compensation, Veterans Administration; Social Security; Internal Revenue Service; Federal Housing Administration; health insurance companies; U.S. Army Finance and Accounting Center; Navy Finance Center; Base Accounting and Finance Officers, Major Commands; Comptroller General; and correspondence with individual concerned or his representative.

Systems exempted from certain provisions of the act:

NONE

F17721 0EACYVA

System name:

17721 0EACYVA Civilian Pay Records

System location:

Air National Guard activities. Accounting and Finance Offices at Air Force bases. Air Force Reserve units. in the appendix to the Air Force's systems notice. addresses of geographically dispersed units may be obtained by reference to Air Force components listed in the Department of Defense directory in the appendix to the Air Force notice.

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Individual pay records; Individual leave records; source documents for posting leave and attendance; individual retirement deduction records; source documents maintained in connection with retirement deduction records and control files thereon; wage and separation information files; health benefit records; income tax withholding records; allowance and differential eligibility files, such as, but not limited to clothing allowances and night rate differentials; withholding and deduction authorization files, such as, but not limited to federal income tax withholding, insurance and retirement deductions; accounting document files; input data posting media, such as, but not limited to time and attendance cards and reports and personnel actions affecting pay; accounting and statistical reports and computer edit listings; claims and waivers affecting pay; control logs and col-

lection/disbursement vouchers; listings for administrative purposes, such as, but not limited to health insurance, life insurance, bonds, locator files and checks to financial institutions; correspondence with the Civilian Personnel Office, dependents, attorneys, survivors, insurance companies, financial institutions, other governmental agencies and others; leave and earnings statements; travel records; and separation documents; official correspondence; federal, state and tax reports and/or tapes; forms covering pay changes and deductions, and documentation pertaining to garnishment of wages.

Authority for maintenance of the system:

5 USC Chapters 53, 55 and 81.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records are used to accurately compute individual employee's pay entitlements and to withhold required and authorized deductions and issue payroll checks for amounts due. Output products are forwarded as required to other subject matter areas to ensure accurate accounting and recording of pay to civilian employees. These records and related products are also used to verify and balance in the civilian pay office and other applicable subject matter areas and to report information to recipients, other government, and nongovernment agencies. Such recipients and agencies include, but are not limited to, the individual employee; banks which credit the employee's account if the employee has requested his check to be sent to the bank; financial organizations which credit the employee's account if the employee has requested a savings allotment; other approved organizations which an employee has designated for an allotment; health benefit carriers to ensure proper credit for the employee authorized health benefit deductions; employee organizations for which the employee has requested a dues deduction (reasons for nondeduction of dues will be benefit deductions; disclosed to officials of labor organizations recognized under Executive Orders 11636 and 11491, as amended, when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions (including disclosure of reasons for nondeduction of dues, if applicable); the US Treasury, which maintains cash accountability; the Internal Revenue Service for recording withholding and social seu2curity information; the Social Security Administration and Civil Service Commission which credits the employee's account for Federal Insurance Contributions Act or Civil Service Retirement withheld; State revenue departments which credit employee's state tax withholding; State employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees; city revenue departments of appropriate cities which credit employees for city tax withheld; any agency or component thereof that needs the information for proper accounting of funds, such as, but not limited to, forothers listings; Civil Service Commission for assistance in resolving complaints, grievances, etc. In the event of suspected fraud or other irregularity, data may be released to the Federal Bureau of Investigation, Office of Special Investigations, United States Air Force, or other investigating agencies for investigation and possible civil action or criminal prosecution. Data may also be released to a court of competent jurisdiction for court action. Disclosures are made to the Department of Justice for criminal prosecution, civil litigation, or investigation. Information is also supplied to the Civil Service Commission for computation of Civil service retirement annuity. Records are also used for extraction or compilation of data and reports for management studies and statistical analyses for use internally or externally as required by the Department of Defense or other Government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on computer magnetic tapes, disks or drums, on computer paper printouts, on roll microfilm, on microfiche, and in microfilm jackets.

Retrievability:

Filed by Name, Social Security Number (SSN), Civilian Payroll Number, Vehicle Registration or License Number, or other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers, and computer system software.

Retention and disposal:

Records are retained for periods ranging up to 56 years.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance United States Air Force (USAF); and commanders of Air Force installations

Notification procedure:

information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279 telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the appendix to Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license, civilian identity card, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license civilian identity card, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers from financial institutions, from medical institutions, from automated system interfaces, from a state or local government, from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth, and from other Department of Defense components and other federal agencies such as, but not limited to Social Security Administration, Internal Revenue Service, State Revenue Departments, Department of the Army, Navy or State Department. Correspondence with attorneys, dependents, survivors or guardians may also furnish data for the system.

Systems exempted from certain provisions of the act:

NONE

F17730 0EACYVA

System name:

17730 0EACYVA Joint Uniform Military Pay System (JUMPS)

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Consolidated Base Personnel Offices at Air Force installations. Accounting and Finance Offices at Air Force bases. At Air Force Data Systems Design Center, Gunter Air Force Station, AL 36114 (for research and test only), Denver Federal Archives and Records Center, Denver, CO 80225 (storage), Records Center Annex GSA, PO Box 141, Neosho, MO 64850 (back-up storage). Information pertaining to geographically dispersed elements of the record system (CBPO's and AFO's) may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice.

Categories of individuals covered by the system:

Air Force active duty military personnel and dependents. Retired. Separated Air Force military personnel, individuals to whom active duty military personnel authorize a direct payment of a portion of their pay, and Officers of the Air Reserve and Air National Guard on extended active duty.

Categories of records in the system:

Military pay records and files including but not limited to master military pay accounts, immediate access storage, six-months history, leave and earnings statements, federal insurance contribution act tax and federal income tax withholding contained on magnetic tape, magnetic discs, microfilm, microfiche and computer printed formats;

pay authorization control files, central pay authorization file, deferred transaction file, reject suspense file and daily transaction record. Military pay supporting documents and vouchers including but not limited to basic pay; special compensation positions such as medical, dental, veterinary and optometry; special pay such as foreign duty, proficiency, hostile fire and diving duty; status adjustments relating to entrance on active duty, absent-without-leave, confinement, desertion, sick or injured, leave, mentally incompetent, missing, interned, permanent change of station, promotions and demotions; separation, reenlistments, incentive pay such as flying duty, stress duty, demolition duty, parachute jumping duty and submarine duty; allowances, such as basic allowance for subsistence, basic allowance for quarters, family separation allowances, overseas station allowances, clothing monetary allowance; separation payments, death gratuities, time-in-service; allotments of pay; checks-to-banks; federal and state withholding taxes; court-martial sentences and non-judicial punishment; indebtedness resulting from but not limited to overpayment of pay and allowances and allotments, other debts to United States, certain non-government debts, and correspondence pertaining to all of the above, inquiries files, personal financial records and sundry lists, reports and rosters including but not limited to Internal Revenue reports, state tax reports, Veterans Administration reports, Social Security Administration reports, and Treasury reports.

Authority for maintenance of the system:

37 USC 101 et seq.; 10 USC 265, 8033, 8496; 10 USC 9837 (d); 32 USC 708; E.O. 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of these records are to accurately and timely pay members of the Air Force, provide members periodic comprehensive statements of their accounts, and to respond to inquiries concerning their accounts at any time. US Air Force components such as Headquarters, Air Force Accounting and Finance Center, Major Commands and Air Force installations use these records to determine pay due military members, to verify pay affecting information, to collect overpayments made to military members, to provide accrual accounting for each covered entitlement of military pay and allowances, and to provide fund manager reports, internal manager reports and external reports. Other users include but are not limited to other components of Department of Defense such as Army and Navy which may pay Air Force members and initiate claims; other federal agencies such as the Internal Revenue Service for tax information on members, Social Security Administration for information regarding Federal Insurance Contribution Act tax deducted from members, Veterans Administration for information regarding premiums on serviceman's group life insurance, the General Accounting Office for audits, opinions, and fact-finding information, state and local governments for tax and welfare information, US and state courts for civil litigation and criminal prosecution purposes, members of Congress for complaints from constituents and for inquiries not generated by constituents, insurance companies for allotments made to them by military members, financial institutions for deposits (checks-to-banks) and/or payments (including release of information to computer service centers and other accounting services when such centers and services act as authorized agents of financial ospecified by the member to receive monies due him). The American Red Cross and the Air Force Aid Society. Records may be disclosed to law enforcement agencies such as but not limited to office of Special Investigations, United States Air Force; Federal Bureau of Investigation; city and state authorities for violations of law, for investigation and possible criminal prosecution, civil court action or regulatory processes. Disclosures made pursuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation, or for investigatory purposes. American Red Cross uses this information to determine needs of a member or his dependents in emergency situations. The Air Force Aid Society uses this information to determine needs of a member or his dependents in emergency situations and for verification of loan applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/ note books/binders/bisible file binders/ cabinets/card files, computer magnetic tapes and maintained on computer paper printouts, and on roll mircrofilm and microfiche.

Retrievability:

Filed by Name, Social Security Number (SSN), or Military Service Number

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/ locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

Retention and disposal:

local retention varies from 3 to 6 years. At expiration of local retention, records are either destroyed by tearing, shredding, pulping, macerating or burning or transferred by the Air Force Accounting and Finance Center to the Denver Federal Archives and Records Center for varying retention periods up to 56 years. Destroyed by shredding. Back-up records for emergency reconstruction in the event of primary record destruction are retained by the Federal Records Center Annex GSA at Neosho MO. Destruction is by shredding.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO, 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security account number, military status, duty status or place of employment or other information verifiable from the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO, 80279, telephone (303) 320-7553. Requests pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security account number, military status, duty status or place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial institutions, automated system interfaces; a state or local government; source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth, military pay information originating from telephone inquiries, telegraph messages and correspondence; information from federal agencies and other DoD components; and information from Air Force installations, Major Commands and USAF Headquarters.

Systems exempted from certain provisions of the act:

NONE

F17734 0EACYVA

System name:

17734 0EACYVA USAF Retiree/Annuitant Pay System (RAPS)

System location:

Air Force Accounting and Finance Center, Lowry AFB Denver CO 80279. Federal Archives and Records Center, building 48, Denver Federal Center, Denver, Colorado 80225. Records center annex, GSA, P.O. Box 141, Neosho, Missouri 64850 (back up storage only). Air Reserve Personnel Center and Personal Affairs offices at Air Force installations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Dependents and survivors of military personnel.

Categories of records in the system:

Records include, but are not limited to, retired pay and annuitant pay master files with supporting documentation relating to entitle-

ments, deductions, collections and allotments. Supporting documents include but are not limited to the following Retirement Orders, retirement pay orders, gross pay statements, statements of employment, employees: withholding exemption certificates, records of emergency data, retired pay allotment authorizations, retirees: United States savings bond authorizations, Air Reserve Forces retirement credit summaries, divorce decrees, computation of retired pay, death certificates, claims for unpaid pay and allowances of deceased members, marriage certificates, adoption papers, guardian papers, birth certificates, election certificates for retired servicemans: family protection plan (RSFPP), election certificates for survivor benefit plan (SBP), documents pertaining to status of childrens: schooling, and income tax withholding statements. Also included are listings of bonds, allotments, retired pay and annuitant pay checks, debts owed the government and direct remittances made by retirees for the costs of the RSFPP and SBP plans, records from dependents of retired military personnel, correspondence related to retirement entitlements such as reports from hospitals and medical review boards, print-outs of members: active duty military pay accounts from the joint uniform military pay system.

Authority for maintenance of the system:

10 USC Chapters 61, 63, 65, 67, 69, 71, 73 and 79; 5 USC Chapter 83. 37 USC 101 et. Seq.; 38 USC 410

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

the purpose of these records is to accurately and timely pay the retired members of the Air Force and their survivors; provide members periodic statements of pay; document and account for all disbursements and collections; and to respond to inquiries concerning the retiree and annuitant accounts. Records are used to establish, maintain and close retiree and annuitant pay accounts and prepare related reports; compute retired and annuitant pay and initiate actions for monthly pay and allotment transactions; casualty cases are established upon the death of a member and arrears of pay are computed and disbursed to survivors; upon the death of a retired member, RSFPP and/or SBP accounts are established and survival annuities are paid. Users of system record data include Headquarters US Air Force and the USAF Military Personnel Center for routine and special reports which are generally statistical in nature, but occasionally include lists of retirees with related pay data. Other users include, but are not limited to, any component of the Department of Defense for inquiries, audit and document utilization; other federal agencies such as the Internal Revenue Service for normal wage and tax withholding reporting, accounting, tax audits and levies; Comptroller General and the General Accounting Office for legal interpretations and audits. Disclosures are made to the Department of Justice for criminal prosecution, civil litigation or investigation; disclosures are made to the Veteran's Administration regarding establishments, changes and discontinuances of VA compensation to retirees and annuitants; disclosures are made to the Social Security Administration regarding wages and Federal Insurance Contributions Act Tax withholding; information is furnished the American Red Cross and the Air Force Aid Society for their use in assisting retirees and their survivors; disclosures are made pursuant to the Freedom of Information Act. Information is supplied to state and local governments for use as follow-up data in welfare cases and for tax purposes. Also, there is an automated interface with the joint uniform military pay system for data used to compute annuitant payments; checks are sent to banks for credit to the retiree:s and annuitant:s accounts including payments made under the Electronics Fund Transfer System (EFTS) transmitted through the Federal Reserve System; and allotments are mailed to other financial institutions for uses such as insurance premiums and loan repayments. Information is also supplied to the Civil Service Commission when a retiree waives his military retired pay in order to use his military service for computing his Civil Service Retirement Annuity. Records are also used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by other Government agencies. Information is supplied to the courts regarding retiree pay in garnishment cases. Disclosures are also made to attorneys, law firms, and other parties acting as executors or administrators of retirees estates and information is provided to trustees of mentally incompetent members and guardians of survivors (children).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/note books/binders/visible file binders/cabinets/card files, computer magnetic tapes and paper printouts, and on roll microfilm and micorfiche.

Retrievability:

Filed by Name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/vaults/ locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

Retention and disposal:

the system contains differing types of records subject to varied periods of retention up to 56 years. Final destruction of records is by shredding. Records are maintained in the retired pay division office while active, and then retired to the Denver Federal Archives and Records Center. Duplicate records are maintained at the records center annex at Neosho, Missouri for storage. Destruction is accomplished by shredding or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance United States Air Force Washington DC 20330 (USAF). Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, TX 78148 for Survivor Benefit Plans Briefing records and spouse notification letters.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, duty station or place of employment, military status, military grade or other information verifiable from the record itself. For Survivor Benefits Plans Briefing records and spouse notification data, contact the Systems Manager specified in the preceding category or Personal Affairs officials at the servicing Air Force installation. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, duty station or place of employment, military status, military grade or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial, educational, and medical institutions, automated system interfaces, a state or local government, source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Also record system sources of information include but are not limited to, the following members: survivors, trustees of mentally incompetent members, guardians of survivors (children), private law firms which are executors of estates in casualty cases, the Military Personnel Center at Randolph Air Force Base, Texas, and other government agencies such as the Veterans Administration and the Social Security Administration. Information also obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F20503 DAI A

System name:

20503 DAI A Personnel Security Case Files.

System location:

Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330. Decentralized segments at the Washington National Records Center.

Categories of individuals covered by the system:

Air Force civilian employees and applicants, and Air Force military members and prospective members, including Air Force Reserve and Air National Guard, whose personnel security investigations contain unfavorable information, who were previously processed or adjudicated under the Air Force Military or Civilian Security Programs, or who are assigned or nominated to offices of the Secretary of the Air Force, the Air Staff or the support agencies and offices under the security clearance authority of the Personnel Security Group.

Categories of records in the system:

Files may include (1) requests for clearance, investigation, (2) determinations of eligibility for assignment to sensitive positions, (3) medical records checks and evaluations, (4) personnel records information, (5) personnel security questionnaires, (6) correspondence between the group and the individual, office of assignment, commanders, medical facilities and installations, personnel offices, investigative agencies, Air Staff offices, or offices of the Secretary of the Air Force, (7) clearance records, and (8) summaries, evaluations, recommendations and records of adjudication.

Authority for maintenance of the system:

5 USC 7531, Definitions; 7532, suspension and removal; 7533, Effect on other statutes; 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Executive Order 10450, Security requirements for government employment. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are established to evaluate the security acceptability of Air Force military and civilian personnel, applicants, enlistees and nominees for appointment, assignment or retention in sensitive positions with access to classified defense information or to restricted areas and locations. Files are used to record clearance adjudicative actions, eligibility determinations and investigative data. Investigative case file information may be reviewed by Air Force installation commanders, supervisors, personnel officers, medical, security, and investigative personnel, personnel of Air Staff offices and offices of the Secretary of the Air Force. Case files and cards are also used to answer inquiries from other Air Force offices and agencies, and from investigative, security and personnel representatives of other Federal agencies concerning the clearance status of individuals. Case records are maintained to prepare statistical accounting and to measure the effectiveness of the adjudicative programs and procedures.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and microfiche maintained in file folders, card files, visible file binders/cabinets and notebooks/binders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are stored in vaults, safes and security file containers/cabinets. All records are stored, processed, transmitted and protected as the equivalent of classified information. Records are accessed by the custodian of the records system, by persons responsible for servicing the system in the performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Clearance records are retained in the office files for one year after annual cut-off then are destroyed by tearing into pieces, shredding, pulping or burning. Adjudication records are retained in office files for two years after annual cut-off, then retired to the Washington National Records Center, Washington, DC 20409. Records of personnel assigned to Air Staff/OSAF and support functions are maintained in office files until reassignment or separation. Inactive files of military personnel are destroyed after two years. Inactive files of civilian personnel are transferred to the gaining agency, or are retained for two years as the Civilian Security Documents Folder.

System manager(s) and address:

Chief, Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager, and should contain the full name, including any former names, grade, date of birth and social security number.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is received from investigative reports from federal investigative agencies, personnel and medical records, board reports, correspondence from offices and organizations of assignment, and from commanders, supervisors, witnesses and individuals, from security, and investigative personnel and from Air Staff offices, offices of the Secretary of the Air Force, and other offices of the Executive and legislative branches. System exempted from Executive and legislative branches.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a(j) or (k), as applicable. For additional information, contact the Systems Manager.

F20503 DAI C

System name:

20503 DAI C Presidential Support Files.

System location:

Primary System at the Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330. Decentralized segments are located at security police offices for major command headquarters, and at installations and units having a Presidential Support mission and those units from which personnel are nominated or assigned to Presidential Support duties.

Categories of individuals covered by the system:

Those Air Force military and civilian personnel who are nominated or assigned to authorized designated positions involving Presidential Support duties on either a full or part-time basis.

Categories of records in the system:

Nomination Files include reports of investigation by the Defense Investigative Service and by other Federal investigative agencies; correspondence between the Personnel Security Group and units, installations and major commands, investigative agencies, security offices, air staff offices and offices of the Secretary of the Air Force, the office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, the Office of the Director, White House Military Office, medical evaluations, statements by nominees, summaries and evaluations of investigative information. Assignment Record Files include letters of notification of selection and quarterly rosters of all assigned personnel listed alphabetically and by unit, by major command.

Authority for maintenance of the system:

10 USC 8012, 9Secretary of the Air Force: powers and duties; delegation by. Routine uses of records maintained in the system, including categories of users and the duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Nomination files are collected to evaluate the background, character, suitability and qualifications of nominees being considered for selection to positions requiring regular or frequent contact with the President or access to Presidential facilities or modes of transportation. Files are reviewed and evaluated by staff members at each level in the selection process, by medical facility staff members, by the Personnel Security Group, and other appropriate Air Staff offices, by the Office of the Administrative Assistant to the Secretary of the Air Force, and other appropriate offices of the Secretary of the Air Force, by the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense and the Office of the Director, White House Military Office. Assignment Record Files are originated to locate, identify, control, manage, and administer individuals selected for assignment to Presidential Support duties, to initiate assignment actions after final selection, to notify medical facilities, and to prepare the quarterly listing of individuals assigned to the program for submission to the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, the Office of the Director, White House Military Office, to major commands, and units and Security Police offices having a Presidential Support mission. Assignment Record Files at echelons below the Personnel Security Group are merely duplicate copies of the file copy. File copies are retained at the Personnel Security Group to permit record access and to record the accountability of disclosures of the Nomination Files.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders and on computer paper printouts.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system, by person responsible for servicing the record system in performance of their official duties, and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, in safes and vaults.

Retention and disposal:

Upon completion of final favorable determination of selection, Nomination Files are destroyed by tearing into pieces, shredding, pulping, or burning and are replaced by Assignment Record Files. Assignment Record Files for individuals are retained during the period of assignment or for five years, whichever is longer, as the disclosure accountability record, then are destroyed by 9tearing into pieces, shredding, pulping, or burning. Assignment Record Files in quarterly roster listing form are destroyed when superseded by the next quarterly roster by tearing into pieces, shredding, pulping, or burning. Nomination Files for personnel not selected are retained in the office of nonselection or at the Personnel Security Group, for one year after the date of nonselection, at which time they are destroyed by tearing into pieces, shredding, pulping, or burning.

System manager(s) and address:

Chief, Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Requests should contain the full name, military or civilian grade, date of birth, position, unit and location to which nominated, and the date of nomination or nonselection or the unit location and period of assignment.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from reports from Federal investigative agencies, military and civilian personnel records, and military medical records, correspondence from military and civilian law enforcement and Security Police offices, major command staff offices, Air Staff offices, offices of the Secretary of the Air Force, the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, Office of the Director, White House Military Office and other Federal agencies and office of the Executive and Legislative Branches.

Systems exempted from certain provisions of the act:

NONE

F20505 AFIS A

System name:

20505 AFIS A Sensitive Compartmented Information Personnel Security Records

System location:

Personnel Security Division, Directorate of Security and Communications Management, Air Force Intelligence Service, Pentagon, Washington DC 20330, Records for personnel assigned Air Force Security Service are located with Directorate of Security Police, Air Force Security Service, Kelly Air Force Base, Texas 78243. Records for personnel assigned to Air Force Communications Service are located with Office of the Inspector General, Air Force Communications Service, Richards-Gebaur AFB, Missouri 64030. Records for personnel assigned to Air Weather Service are located with Directorate of Special Projects, Control Division, Air Weather Service, Scott Air Force Base, Illinois 62225.

Categories of individuals covered by the system:

Air Force personnel, civil service employees, and contractor personnel with current access to SCI or who have had such access within past five years except Air Force personnel assigned to Central Intelligence Agency, Office of the Secretary of Defense/Defense Agencies, Office of the Joint Chiefs of Staff, and the National Security Agency.

Categories of records in the system:

Statements of Personnel History and allied papers prepared or submitted by individuals; Personnel Background Investigations; Statements by Commanders, Supervisors, Medical, Legal, and Security Officials, and related correspondence; Access Adjudication Records; Indoctrination Oaths; Termination Oaths; routine records/correspondence pertaining to access status or changes in status.

Authority for maintenance of the system:

Executive Order 10450. Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by designated, responsible Air Force officials to recommend/ determine eligibility for access to SCI. Use to verify an individual's status with respect to SCI access or eligibility for such access, only the 'fact of' an individual's eligibility/ noneligibility for SCI access is furnished to other authorized government agencies/activities and only upon request. To answer official inquiries involving an individual's eligibility/ noneligibility for access to SCI, substantive information is released to responsible officials in the Air Force Inspector General Organizations, or higher Air Force authority, and to members of Congress. Used internally to determine personnel security trends and to attempt to determine causes for security deviations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by designated, responsible Air Force officials to recommend/ determine eligibility for access to SCI. Use to verify an individual's status with respect to SCI access or eligibility for such access, only the 'fact of' an individual's eligibility/noneligibility for SCI access is furnished to other authorized government agencies/activities and only upon request. To answer official inquiries involving an individual's eligibility/noneligibility for access to SCI, substantive information is released to responsible officials in the Air Force Inspector General Organizations, or higher Air Force authority, and to members of Congress. Used internally to determine personnel security trends and to attempt to determine causes for security deviations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on roll microfilm.

Retrievability:

Filed by name, by Social Security Number (SSN), and grade or rank.

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/ cabinets and vaults.

Retention and disposal:

Active records maintained as long as an individual is authorized access to SCI. Upon termination of access record is placed in inactive status where it is retained for five years and then destroyed unless sooner returned to active status. Destruction is by burning or shredding.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force. The Director of Security and Communications Management, Air Force Intelligence Service, The Pentagon, Washington DC 20330, is designated to act in the name of the Assistant Chief of Staff/ Intelligence, HQ United States Air Force. The Chief of Security Police, HQ United States Air Force Security Service, Kelly Air Force Base, TExas 78243 is designated Sub-System Manager and may act in the name of the Assistant Chief of Staff, Intelligence, HQ United States Air Force, for records located at HQ United States Air Force Security Service.

Notification procedure:

Requests from individuals should be addressed to the System Manager or Sub-System Manager as appropriate. Unclassified portions of file are available upon request. Include full name, grade (where applicable), social security number, date and place of birth, organization/activity to which assigned/ employed at time of SCI access. Visits may be made to office of the System Manager or Sub-System Manager as appropriate. Individuals not authorized access to Penta-

gon working areas or HQ United States Air Force Security Service, Kelly Air Force Base, should contact the Executive Order 10450.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager or Sub-System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Personnel Background Investigations conducted by Defense Investigative Service and/or Air Force Office of Special Investigations; Statement of Commanders, Supervisors, and medical, legal and security officials; records of adjudication processes.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information, contact the Systems Manager.

F26501 AFA A

System name:

26501 AFA A Cadet Chaplain Records.

System location:

At USAF Academy, CO 80840.

Categories of individuals covered by the system:

AF Academy Cadets.

Categories of records in the system:

Religious affiliation, background and religious interests and choir audition consisting of musical capabilities.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; 10 USC 9331, Establishment; Superintendent; faculty. Routine uses of records maintained in the system, faculty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Identify incoming Fourth Class Cadets religious affiliation, religious background data and religious interests. Cadet Chaplains use this information to organize cadet lay participation as users, choir members, lay readers, lectors, commentators, and religious education teachers. Cadet Chaplains and Chapel Managers assigned to the USAF Academy Cadet Chaplain's Office use this information. (2) Choir audition record identifies incoming 4th class cadet's musical capabilities and the music directors use this information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are stored in locked rooms.

Retention and disposal:

Retained in offices for one year after graduation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

USAF Academy Command Chaplain.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual cadet.

Systems exempted from certain provisions of the act:

NONE

F26501XHC A

System name:

26501XHC A Records on Baptisms, Marriages and Funerals by Air Force Chaplains

System location:

Washington National Records Center, Washington DC 20409. 1955 to 1958 Records Group Modern Military Branch Military Archives Division National Archives Service, Washington, D.C. 20408, 1949 to 1955 Records Group

Categories of individuals covered by the system:

Military and Civilian Personnel, Marriages, Military and Dependent Personnel, Baptisms, Military and Dependent Personnel, Funerals

Categories of records in the system:

Record of Baptisms, Marriages and. Funerals Performed by Air Force Chaplains

Authority for maintenance of the system:

44 USC 3301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records of Rites Performed by Air Force Chaplains Used to Verify Rites Performed for Individuals

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Fifty year Retention 1955 to 1958 Washington National Records Center, Washington, D.C. 20409, Year Group 1949 to 1955 Retained at Modern Military Branch, Military Archives Division, National Archives Service, Washington, D.C. 20408, System Discontinued after 1958

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from Individuals and Air Force Chaplains Reporting Rites.

Systems exempted from certain provisions of the act:

NONE

F90001XOBXQPCA

System name:

90001XOBXQPCA Cadet Awards Files

System location:

United States Air Force Academy, USAF Academy CO 80840.

Categories of individuals covered by the system:

Relatives of deceased persons who are memorialized through cadet awards and any former USAF Academy cadet who has been honorably discharged because of being crippled, disabled, or blinded while enrolled at the USAF Academy, or because of the discovery of a physical defect after entering the USAF Academy.

Categories of records in the system:

Cadet Awards files by award area, including background on person memorialized, donor financial arrangements, record of award winners and administrative history and military, academic and medi-

cal information on individual considered for award, financial status of parents or guardian and/or candidate.

Authority for maintenance of the system:

10 USC 903, Executive Order 9397, 22 November 1943, Numbering System for Federal Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For continuing award sponsorship business with donors, which consist of private individuals, patriotic and veteran organizations, and major air command and used by Cadet Awards Council to aid in their selection of individuals to receive annual award presented to disabled former cadets.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Social Security Number (SSN) and by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets. Awards Council Chairman and appointed project officer are only persons reviewing financial statements.

Retention and disposal:

AF 525 pending approval; five year retention in office area before retiring to base staging area for 45 additional years. Destroyed by tearing into pieces.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions. Information obtained from the public media.

Systems exempted from certain provisions of the act:

NONE

DEFENSE NUCLEAR AGENCY

HDNA 609-02

System name:

609-02 Personnel Radiation Exposure Records

System location:

Decentralized system. Primary location: Radiological Safety Department, Bldg 42, Rooms 1420 and 1422, Armed Forces Radiobiology Research Institute (AFRRI), Defense Nuclear Agency, Bethesda, Maryland, 20014, on the grounds of the National Naval Medical Center. Other locations are rooms 3113 and 2147 of the AFRRI; and room 1418, Bldg 364, Field Command, Defense Nuclear Agency (FCDNA), Kirtland Air Force Base, Albuquerque, New Mexico 87115; and Office of the Commander, Enewetak Atoll, Marshall Islands.

Categories of individuals covered by the system:

All employees, contractors, visitors or anyone else who is known to enter the AFRRI building. At FCDNA, all DNA employees who work in a position, the duties of which might result in exposure to radiation. At Enewetak, all individuals who work or visit the Atoll other than transient air crews and air passengers who do not leave the aircraft. Uniformed Services University of the Health Sciences, all employees, students, visitors, contractors or anyone else known to enter a radiation environment at Uniform Services University of the Health Sciences (USUHS).

Categories of records in the system:

For employees at AFRRI, FCDNA, and USUHS file contains personal information consisting of name, social security number, date of birth, current and previous radiation exposure, history and places of employment and when exposures occurred. For others, at AFRRI, FCDNA and USUHS file contains name, social security number, date of birth, current employer, citizenship, and current exposure history. For all, at AFRRI, FCDNA and USUHS information on pregnancy and pacemaker. Enewetak files will contain personal information consisting of name, social security number, date of birth, current and previous radiation exposure history, areas insited or worked, dates of arrival and departure, and citizenship.

Authority for maintenance of the system:

Atomic Energy Act of 1954, 42 USC 2013, Military Construction Appropriation Act of 1977 (P.L. 94-367) and DNA OPLAN 600-77. 'Cleanup of Enewetak Atoll'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To document the degree of exposure to radiation experienced by an individual; to support legal or medical claims for or against the government; to measure quality of the radiation protection program; to provide exposure history to subsequent employers; to provide history to requesting individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

At AFRRI: 5' by 7' cards filed at reception desk, room 3113, 8'x10-1/2' paper filed in rooms 1420 and 1422. At FCDNA, 8'x10 1/2' papers are filed in a metal file cabinet in Bldg 364. At Enewetak: 5'x7' cards filed in a metal file cabinet in the Enewetak Commander's office.

Retrievability:

Alphabetical by last name of individual.

Safeguards:

AFRRI - Kept in a controlled access building which is protected by an intrusion alarm system.

FCDNA - Controlled access building which is protected by an intrusion alarm system.

Enewetak - Locked and secured in Enewetak Commander's office.

Retention and disposal:

For employees - permanently. For visitors - retired after 2 years to record holding area for permanent retention. For foreign visitors, records are sent to State Department for retention. All Enewetak records will be maintained permanently.

System manager(s) and address:

AFRRI and USUHS - Chairman, Radiation Safety Department, Armed Forces Radiobiology Research Institute, Bethesda, MD 20014.

Field Command, DNA and Enewetak Atoll, MI - Health Physicist, Logistics Directorate, Field Command, Defense Nuclear Agency, Albuquerque, NM 87115.

Notification procedure:

Requests should be addressed to the SYSMANAGER.

Record access procedures:

Individual can obtain assistance in gaining access from the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

AFRRI, FCDNA, and USUHS information voluntarily submitted by individual. Enewetak information as required to be submitted by individual. Additional information added as data is collected.

Systems exempted from certain provisions of the act:

None

HDNA 609-03

System name:

Personnel Exposed to Radiation from Atmospheric Nuclear Tests

System location:

Headquarters, Defense Nuclear Agency, Washington D.C. 20305 - main computer location.

Categories of individuals covered by the system:

All DoD and DoD affliated personnel military and civilian, who participated in the United States Government atmospheric nuclear test programs in the Pacific and at the Nevada Test Site.

Categories of records in the system:

Personal information consisting of name, rank, service number, social security number, last known or current address, dates of test participation, exposure data, and unit of assignment.

Authority for maintenance of the system:

Atomic Energy Act of 1954, 42 U.S.C. 2013 and Tasking Memorandum from Office of the Secretary of Defense to the Director, Defense Nuclear Agency dated 28 Jan 78, Subject: 'DoD Personnel Participation in Atomospheric Nuclear Weapons Testing'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Defense Components-For the purpose of preparing histories of atmospheric nuclear test participation and for use in litigation between test participants or their representatives and the Department of Defense.

Defense Nuclear Agency Contractors-For the purpose of assisting DoD components in preparation of histories of atmospheric nuclear test participation and responding to the enquries and concerns of individuals who may have participated in the test programs and/or their representatives.

National Research Council and the Center for Disease Control-For the limited purpose of conducting epidemiological studies of the effects of ionizing radiation from the atmospheric nuclear weapons tests on DoD participants in those tests.

Department of Energy-For the limited purpose of identifying AEC and AEC-contractor Personnel exposed to ionizing radiation during nuclear testing; and for conducting epidemiological studies of radiation effects of individuals so identified; and for use in litigation between the DoD and any of the individuals so identified.

Department of Transportation-For the limited purpose of identifying DOT and DOT-affiliated personnel exposed to ionizing radiation during nuclear testing and for use in litigation between the DOT and any of the individuals so identified.

Veterans Administration-For use in litigation between the VA and individuals and/or their representatives are alleging service-connected disabilities as a result of said exposure.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tape disks and printouts in secure computer facility.

Retrievability:

Paper records filed in folders and computer magnetic tape and disk retrieved by SSN and name.

Safeguards:

Paper records are filed in folders stored in locked security safes. Mag tapes stored in vault in the computer area.

Retention and disposal:

Paper records are retained until information is transferred to magnetic tapes, then destroyed. Magnetic-tapes and disks are retained indefinitly.

System manager(s) and address:

Director, Defense Nuclear Agency, ATTN: Privacy Act Officer, Washington, D.C. 20305.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests should be addressed to the SYSMANAGER.

Contesting record procedures:

Requests from individuals should be addressed to the same address as stated in the notification section above.

Record source categories:

From DNA Form 10, searches of DoD records by other DoD components, and from individuals voluntarily contacting DNA by phone or mail.

Systems exempted from certain provisions of the act:

NONE

JOINT CHIEFS OF STAFF

JOJCS001MILPERS

System name:

OJCS Medals and Awards Files and Reports System; Microfilmed Historical Awards

System location:

Military Personnel Branch, Personnel Division, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military officer/enlisted personnel, regular and reserve, who are serviced by the Organization of the Joint Chiefs of Staff.

Categories of records in the system:

File contains, but not limited to, recommendations and substantiating documents for awarding of the medals and awards; orders authorizing awards, certificates of eligibility, memorandums for the record, vote sheets, status sheets, board memberships lists, criteria and analysis, agency historical file, reports, reclama actions, recommendations for foreign awards, special category and exception to policy, bulletins, miscellaneous correspondence, Decorations and Awards Board memorandums, memorandums and records and microfilmed historical awards.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Sections 141-143.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Secretary of the Decorations and Awards Board is the principal user. The system constitutes a ready file of documents from which information is retrieved to properly maintain the Awards Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Access to space is limited to personnel office personnel during nonworking hours via locked door. During working hours the space is occupied by personnel office personnel at all times.

Retention and disposal:

Files are permanent. They are microfilmed and retained for historical purposes.

System manager(s) and address:

Director, Joint Staff, OJCS, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:

Secretary, Decorations and Awards Board
Organization of the Joint Chiefs of Staff
The Pentagon
Washington, D. C. 20301
Telephone: 202-695-4759

Record access procedures:

Requests from individuals should be addressed to: Secretary, Decorations and Awards Board, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, at least, his identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Source of information is obtained from agencies which are serviced by the Organization of the Joint Chiefs of Staff.

Systems exempted from certain provisions of the act:

None

JOJCS002MILPERS

System name:

Military Personnel Files

System location:

Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization for the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel assigned to, attached to or on temporary duty with the Organization of the Joint Chiefs of Staff.

Categories of records in the system:

Files contain personal information which has been extracted from the individual's official Military Personnel File. Files contain information pertaining to, but not limited to, name, grade, service number, service job title, expected date of arrival for duty with the Organization of the Joint Chiefs of Staff, expected date of departure from the Organization of the Joint Chiefs of Staff.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Sections 141-143.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Military Personnel Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff-To perform administrative functions required on individuals prior to their assignment to, during their assignment to, and after their assignment to the Organization of the Joint Chiefs of Staff. Uses include, but are not limited to, knowing when an individual will arrive, what agency they will be assigned to, who they will replace and when an individual will depart.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; paper card files; ringed binders.

Retrievability:

Filed alphabetically by last name of individual, filed by agency; filed by requisition number.

Safeguards:

Building employs security guards. Records are stored in file cabinets. The room(s) are locked when unattended.

Retention and disposal:

Files are retained in active file until individual departs the Organization of the Joint Chiefs of Staff. Upon departure, the individual's file is placed in the inactive file. The file is retained for approximately one year.

System manager(s) and address:

Chief, Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff.

Notification procedure:

Information may be obtained from:
Chief, Military Personnel Branch
Personnel Division
Directorate of Administrative Services
Organization of the Joint Chiefs of Staff
The Pentagon
Washington, D. C. 20301
Telephone: 202-697-3540

Record access procedures:

Request from individuals should be addressed to: Chief, Military Personnel Branch, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Written request for information should contain the full name of the individual, current address, and telephone number.

For personal visits, the individual should be able to provide some acceptable identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Source of information is the individual and the individual's Official Military Personnel File.

Systems exempted from certain provisions of the act:

None

JOJCS003SMB

System name:

Directorate Administrative Services Management Information System (DASMIS)

System location:

Staff Management Branch, Directorate of Administrative Services, Organization of Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All individuals assigned to the OJCS; all persons with access into the OJCS restricted areas; personnel with SIOP clearances.

Categories of records in the system:

File contains individual's security clearances, personal and office address, date of rank, date of birth, assignment and rotation dates, service, rank, grade, Social Security Account Number.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Sections 141-143.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Division-Perform all administrative functions as appropriate with respect to personnel assigned to the OJCS: monitor and process requests for manpower and organizational management services, perform organizational and manpower reviews for the OJCS.

Services Division-Develop and prepare financial planning data for the OJCS and carry out associated programming and fiscal functions, assign space and provide equipment, supplies and service support as may be required for the OJCS.

Security Division-Devise and implement personnel and physical security policies and provide for the security of the area occupied by the OJCS.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disc, magnetic tape backup.

Retrievability:

Record ID made up of billet number, record type and Social Security Account Number.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared, also access to data requires the proper user-ID and password.

Retention and disposal:

Personnel records are permanent. All records are maintained in an active file.

Security-OJCS records are permanent. Non-OJCS records are deleted upon termination/expiration of badges or passes.

System manager(s) and address:

Staff Management Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

National Military Command System Support Center, Defense Communications Agency, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
Staff Management Branch, Directorate of Administrative Services, OJCS
Room 1A724, The Pentagon
Washington, D. C. 20301
Telephone: 202-695-0475

Record access procedures:

Requests from individuals should be addressed to: Staff Management Branch, Directorate of Administrative Services, OJCS, The Pentagon, Washington D. C. 20301.

Written requests for information should contain the full name, rank and service and agency while assigned to the OJCS, plus Social Security Account Number.

For personal visits, the individual should be able to provide some acceptable identification, that is: driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is obtained from various OJCS, DoD, and Standard Forms from the respective Services; from distributed documents routed to all personnel effected.

Systems exempted from certain provisions of the act:

None

JOJCS004SECDIV

System name:

Personnel Security File, Security Division, DAS

System location:

Personnel Security Branch, Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All personnel assigned to or employed by the OJCS who have been granted a security clearance; all individuals who are civilian applicants or military nominees for duty with OJCS; all persons who have been authorized a pass for access to the restricted areas of the OJCS.

Categories of records in the system:

File contains individual's record of security clearances granted; security briefing and debriefing certificates; personal history statements; record card file of request for pass or badge; and other related security processing papers.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Sections 141-143.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Division, DAS-To perform all administrative functions necessary to determine eligibility of personnel for security clearances, provide processing of all security clearances; processing and producing all passes and badges for personnel requiring access to OJCS restricted areas; devise and implement security policies and provide for the security of the OJCS areas.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; paper card files.

Retrievability:

Filed alphabetically by individual's last name.

Safeguards:

Building employs security guards. Records are maintained in an alarmed vault accessible only to authorized Security Division personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are retained in active file until individual departs the OJCS at which time entire file is destroyed; card files are deleted upon termination/expiration of pass or badge.

System manager(s) and address:

Director of Administrative Services, Organization of the Joint Chiefs of Staff.

Notification procedure:

Information may be obtained from:

Security Division, Directorate of Administrative Services, OJCS

Room 2E949, The Pentagon

Washington, D. C. 20301

Telephone: 202-695-0866

Record access procedures:

Requests from individuals should be addressed to: Chief, Security Division, Directorate of Administrative Services, OJCS, Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name, rank, Service, Social Security Account Number of the individual, current address, telephone number and agency to which assigned in OJCS or if non-OJCS, identify current employer. Visits are limited to the Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

For personal visits, the requesting individual must provide acceptable proof of identity, such as full name, date and place of birth and some additional verbal information that can be verified by his 'case' record, such as parents' names, recent addresses, etc.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Personal History Statements and related security forms from the individual being considered for security clearances or passes; clearance verification correspondence; correspondence originating from the Defense Investigative and other Federal agencies.

Systems exempted from certain provisions of the act:

None

DEFENSE COMMUNICATIONS AGENCY

KEUR.09

System name:

NONCOMBATANT Information Card, AEZ Form 6-106.

System location:

Management Support Division, Defense Communications Agency, European Area, (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

(1) All legal dependents of United States Forces personnel

(2) United States civilian employees of DoD Agencies and their dependents

(3) Department of Defense or a military service department sponsored United States technical representatives

(4) Bonafide members of households of United States Forces personnel and of persons in (2) and (3) above

(5) United States personnel who are special invitees possessing current Department of Defense or a military service department invitational travel orders.

(6) Dependents of United States personnel assigned to United States elements of any North Atlantic Treaty Organization military headquarters or agency when common facilities are used and that the Secretary of Defense has authorized to receive United States support

(7) Other United States nongovernmental, nonmilitary individuals and agencies in oversea military commands for whom military logistical support is authorized in joint military regulations (e.g., USO, American Red Cross).

Categories of records in the system:

AEZ Form 6-106, Noncombatant Information Card. It contains information on the following:

Sponsor. Name, grade, date arrived in theater, data of return from overseas; SSAN; organization and duty section; occupation specialty; branch of service or agency; military post or base name and city location; building number; room number; duty phone; ZIP Code; and APO or FPO.

Noncombatant. Local residence street number and name and city; area; building number; apartment number; home phone; ZIP Code; date assigned; Continental United States residence street number and name or Post Office Box number; city; state or terriroty; and ZIP Code.

Vehicle. vehicle number(s) and make(s); year(s); and capacity.

Names of all noncombatants. for each: passport number; SSAN; relationship; month and year of birth; whether or not has an identification tag; immunization record; and if or if not a driver of vehicle.

Briefings. Briefing by supervisor to sponsor; warden to noncombatant; route reconnaissance; and noncombatant Evacuation Operations rehersal. For each of the above items, dates information given; by whom given; frequency of review items; date and signature of sponsor and supervisor for each of the items to authenticate that all above items reviewed as required.

Authority for maintenance of the system:

Title 10, U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Chief, Management Support Division, to determine preparedness of noncombatants for evacuation, if required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is recorded on 8 x 10 1/2 cardboard cards and filed in notebook binder.

Retrievability:

Information is retrieved manually by name.

Safeguards:

Records are filed in file cabinet and maintained in a restricted area which is accessible only to authorized personnel who are required to be in the area where records are kept.

Retention and disposal:

Records are not permanent. Records are updated as changes occur and destroyed on departure of the sponsor from DCA-Europe.

System manager(s) and address:

Chief, Management Support Division, DCA-Europe, APO New York 09131.

Notification procedure:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle operator's license. If not assigned to the DCA European Area but still in the military service the requester must provide a current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

Record access procedures:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

Contesting record procedures:

The DCA rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in C.F.R. Part 287a.

Record source categories:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

Systems exempted from certain provisions of the act:

None.

KEUR.10

System name:

Personnel File.

System location:

Management Support Division, Defense Communications Agency, (DCA) European Area, APO New York 09131.

Categories of individuals covered by the system:

All military and civilian personnel assigned to Headquarters, DCA European Area.

Categories of records in the system:

Records consist of security clearance data (Air Force Form 47: Certificate of Eligibility and Record of Personnel Security Clearance, and DCA Form 548: Status of Clearance); record of requests for changes to assignment; job title and position (Air Force Form 2095: Assignment/Personnel Action, and Standard Form 52: Request for personnel action); leave data; special orders published by the DCA European Area pertaining to additional duties; and sponsorship information.

Authority for maintenance of the system:

Title 10, U.S.C. 136(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Chief, Management Support Division, to verify security clearance status, initiate personnel actions such as effectiveness reports, changes in position, title or assignment; record of additional duties, and related routine personnel and administrative matters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in folder.

Retrievability:

Information is retrieved by name.

Safeguards:

Records are maintained in a safe accessible only to personnel authorized in the performance of their official duties.

Retention and disposal:

Records are maintained one year after departure of the individual from the DCA-European Area and then destroyed.

System manager(s) and address:

Chief, Management Support Division, DCA European Area, APO New York 09131.

Notification procedure:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

Record access procedures:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

Contesting record procedures:

The Defense Communications Agency rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in 32 C.F.R. Part 287a.

Record source categories:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

Systems exempted from certain provisions of the act:

None.

DEFENSE INTELLIGENCE AGENCY

L DIA 0005

System name:

Personnel Management Information System (PMIS).

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former military and civilian employees of DIA.

Categories of records in the system:

This system consists of a variety of personnel, security, education, training and financial employment related records.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by staff, administrative and operating officials to: prepare individual administrative transactions; make decisions on the rights, benefits, entitlements and the utilization of individuals; provide a data source for the productions of reports, statistical surveys, rosters, documentation and studies required for the orderly personnel administration with DIA. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on magnetic tape and manual in paper files and microfilms.

Retrievability:

By name or social security account number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Paper files are destroyed when employment with the Agency ceases. Microfilm records are destroyed when replaced with an updated film and magnetic tape files are retained indefi- nitely as a permanent record.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Agency officials, employees, educational institutions and other government agencies.

Systems exempted from certain provisions of the act:

None

L DIA 0010

System name:

Requests for Information

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who make requests to DIA for information.

Categories of records in the system:

Correspondence from requester, and documents related to the receipt, processing and final disposition of the request.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information for compiling reports required by public disclosure statutes and to assist the Department of Justice in preparation of the Agency's defense in any law suit arising under these statutes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Granted access: destroy 2 years after date of agency reply. Denied access, but no appeals by requester: destroy 5 years after date of agency reply. Contested records: destroy 4 years after final denial by agency, or 3 years after final adjudications by courts, whichever is later.

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual requesters and agency officials.

Systems exempted from certain provisions of the act:

None

L DIA 0011

System name:

Student Information Files

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former students of the Defense Intelligence School.

Categories of records in the system:

Student's biographic data and administrative/academic documents related to the student's enrollment.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to document, monitor, manage, and administer the student's performance at the School and to provide verification of training accomplished to federal agencies, military departments and educational institutions when requested.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic disc and tape and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Registration cards are held 5 years and then retired to the Washington National Record Center.

System manager(s) and address:

Commandant, Defense Intelligence School, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual, parent service, educational institutions, previous employees and other federal agencies.

Systems exempted from certain provisions of the act:

None

L DIA 0012

System name:

Directory Service

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former military and civilian employees of DIA.

Categories of records in the system:

Files contain information related to the individual's work assignment, home phone and address, emergency notification data and mail forwarding address.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to provide postal and locator service. To prepare recall and special rosters required for day-to-day operations and emergencies. To identify next-of-kin for emergency notification and as a source document for management information. At overseas loca- tions information may be provided to host country, Department of State, Department of Treasury and the Central Intelligence Agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintain on magnetic tape and disc, microfilm and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Record is destroyed 1 year after the individual departs Agency.

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence

Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

By the individual and agency officials.

Systems exempted from certain provisions of the act:

None

L DIA 0015

System name:

Biographic Sketch

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who interface with the DIA on a fee or non-fee basis.

Categories of records in the system:

Contains biographic data to include name, date and place of birth, educational background, lists of published works or notable achievements in the intelligence scientific or academic community, intelligence experience, etc.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To establish an individual's bona fide as a noted authority in a specialized area for the pur- poses of utilizing that expertise to fill a gap in the Defense Intelligence Agency's resources. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Permanent records are retired to the Washington National Record Center and other material destroyed when no longer required.

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Wash- ington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual, academic institutions or the individual's employer.

Systems exempted from certain provisions of the act:

None

L DIA 0140

System name:

Passports and Visas

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

All DIA personnel requiring passports.

Categories of records in the system:

Files containing passports and related correspondence.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To obtain and safekeep official passports until needed for travel and to obtain necessary visas from appropriate Embassies. Notify individuals to reapply when passports expire and to return passports to the Department of State upon departure of the individual from DIA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Passports are returned to Department of State upon departure of the individual from DIA.

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washing- ton, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be

mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual applicant and Department of State, Passport Office.

Systems exempted from certain provisions of the act:

None

L DIA 0209

System name:

Litigation and Disposition Documentation.

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Files involving legal and administrative matters involving individuals.

Categories of records in the system:

Correspondence or legal documentation relating to individuals.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used in connection with litigation by, disciplinary and administrative action against or in the disposition of claims and benefits of individuals both civilian and military. Will be provided to the Department of Justice, the Civil Service Commission and various branches of the military services as may be necessary or required in the disposition of an individual case.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are destroyed when no longer needed.

System manager(s) and address:

Office of the General Counsel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Other offices within the Defense Intelligence Agency and the Department of Defense, the individual involved and other departments and agencies of the Executive Branch.

Systems exempted from certain provisions of the act:

None

L DIA 0271

System name:

Investigations and Complaints

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former civilian and military personnel who filed a complaint acted upon by the Inspector General, DIA, or who were the subject of an Inspector General, DIA, investigation or inquiry.

Categories of records in the system:

Documents relating to the organization, planning and execution of internal/external investi- gations and records created as a result of investigations conducted by the Office of the Inspector General, including reports of investigations, records of action taken and supporting papers. These files include investigations of both organizational elements and individuals.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records. Executive Order 12036, United States Intelligence Activities, January 24, 1978. Executive Order 11652, Classification and Declassification of National Security Informa- tion and Material, March 8, 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used as a basis for recommending actions to the Command Element and other DIA elements. Depending upon the nature of the information it may be passed to appropriate elements within the Department of Defense, the Department of State, Department of Justice, Central Intelligence Agency and to other appropriate government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are held in current files for 5 years after completion and adjudicated of all actions. Retired to the Washington National Record Center and destroyed after 10 years.

System manager(s) and address:

Inspector General's Office, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individuals interviewed in connection with an investigation.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5. U.S.C., 552a, subsections k(2), k(5) or k(7). For additional information see agency rules contained in (32 CFR Part 292a).

L DIA 0330

System name:

Civilian Payroll, Leave and Travel Disbursement

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former civilian personnel of the DIA.

Categories of records in the system:

This system consists of records which document and support employee related transactions in the area of pay compensation, claims for reimbursement, leave entitlement, statutory and administrative deductions, settlement of debts and documents designating certifying officials.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by Agency personnel and the U.S. Army Military District of Washington Finance and Accounting Office to: compute, make and record individual employee's payment transactions; determine leave entitlements; record and remit deductions for the Civil Service Commission Retire- ment System and the Social Security Fund; determine entitlements for reimbursement of travel and other expenses for official business; report tax information to federal, state and local taxing authorities as required by statute and to remit and record such transactions; record and remit deductions for life and health insurance and such other deductions as required or authorized by the individual; be used as a basis for the settlement of pay or debt disputes; provide such verification as required by statute or administrative directive.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Permanent records are cut off each fiscal year and held for 2 years and then retired to the Washington National Record Center. Temporary records are destroyed in 4 years or 2 years after a General Account Office audit.

System manager(s) and address:

Deputy Comptroller, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Data is supplied from a number of sources including the individual concerned, MDW Army Finance Office and agency officials.

Systems exempted from certain provisions of the act:

None

L DIA 0435

System name:

DIA Awards Files

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military personnel recommended for an award while assigned to DIA.

Categories of records in the system:

This file contains supporting documents for the awards nomination and the results of actions or recommendations of endorsing and approving officials.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by De-

partment of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to obtain the approval for the awarding of the decoration and for the compila- tion of required statistical data and may be provided to the Military Departments when appro- priate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

They are maintained for approximately 2 years within the Agency and then retired to the Washington National Record Center.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Agency officials, parent service and personnel records.

Systems exempted from certain provisions of the act:

None

L DIA 0480

System name:

Reserve Training Records

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military Reserve personnel who have performed active duty training with the DIA or cor- responded with the DIA regarding reserve matters.

Categories of records in the system:

Files contains correspondence with the reservist and documentation related to the reservist periods of active duty with DIA.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by agency officials for the administrative, control and utilization of reservists and may be provided to the Military Departments when appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are destroyed 1 year after reservists becomes inactive.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual reservists requesting assignment and or active duty training, agency officials and parent service of reservists.

Systems exempted from certain provisions of the act:

None

L DIA 0590

System name:

Defense Intelligence Special Career Automated System (DISCAS).

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

DoD civilian positions and employee grades GS-05 and above in the GS-0132 intelligence series, scientific and technical series and other related professional series which are assigned to an organiza-

tional component performing an intelligence functions. Crypto- logic personnel and those enrolled in the National Security Agency (NSA) career system are excluded.

Categories of records in the system:

Data on employment history, qualification and skills and performance appraisals.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Defense Intelligence Special Career Automated System Activity (DISCASA) forwards inquiries to employees regarding their availability for specific position vacancies when requested by the DoD component. DISCASA furnishes referral listings of DoD eligibles to appropriate offi- cials and managers for particular vacancy selection. DISCASA periodically furnishes copies of individual employee records for review and update by employees or servicing civilian person- nel offices. DISCASA will maintain files and records for historical or user research purposes such as annual reports for DoD components or management information furnished to appropriate DoD users.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on magnetic tape and manual in paper files.

Retrievability:

By name or social security account number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are temporary. They are retained until the employee concludes his DoD intelligence career at which time they are retired to an inactive file for 1 year and then destroyed.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Source data for DISCASA is provided by the employees, the employee's supervisor and the servicing civilian personnel office.

Systems exempted from certain provisions of the act:

None

L DIA 0660

System name:

Security Files

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military/civilian applicants and nominees to DIA; current and former DIA and Defense Attache System personnel; and other DoD-affiliated personnel under the security cognizance of DIA.

Categories of records in the system:

Records associated with personnel security functions; nomination notices, statement of per- sonal history, indoctrination/debriefing statements, secrecy agreements, certificates of clearance, adjudication memoranda and supporting documentation and in-house investigations, security violations, identification badge records, retrieval indices, clearance status records, and access control records.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To perform all administrative functions necessary to determine initial and continued eligi- bility for and control of access to classified information in DIA facilities and those elements mandated to the Director, DIA, for Sensitive Compartmented Information access. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to pro- tect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tape and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Files on military and civilian applicants who are not assigned or hired by DIA are maintained up to 1 year and then destroyed. Personnel security dossiers are retained until the individual's association with DIA or access to SI/SAO information ceases and are then destroyed.

System manager(s) and address:

Assistant Deputy Director for Security Services, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

By the individual, other federal agencies, firms contracted to the DoD and agency officials.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5. U.S.C., 552a, subsections k(2) and k(5). For additional information see agency rules contained in (32 CFR Part 292a).

L DIA 0800

System name:

Operation Record System

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals involved in foreign intelligence and/or training activities conducted by the Department of Defense; who are of interest either because of their actual, apparent, or potential use.

Categories of records in the system:

Categories of records include operational, biographic, policy, management, training, and administrative matters related to the foreign intelligence activities of the Department of Defense.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records. Executive Order 12036, United States Intelligence Activities, January 24, 1978.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information within the Department of Defense and other federal agencies for the conduct of foreign intelligence operations and to provide staff management over foreign intel- ligence training conducted by the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tapes and discs, microfilm and operture cards and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Permanent records are retired to the Washington National Record Center upon completion of the project and temporary records are destroyed.

System manager(s) and address:

Deputy Director for Collection Operations, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Other Department of Defense components, federal agencies, foreign sources, overt publication, and private citizens.

Systems exempted from certain provisions of the act:

None

L DIA 0801

System name:

Defense Attache System Personnel Information File.

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military and civilian personnel and their dependents, nominated for assignment to the Defense Attache System.

Categories of records in the system:

This system consists of a variety of personnel and directory data, security access, education, training, financial and health information related to the individual's assign- ment with the Defense Attache System.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by staff, administrative and operating officials to: prepare individual administrative transactions; make decisions on the rights, benefits entitlements and the utilization of individuals; provide a data source for the production of reports, statistical surveys, rosters, documentation and studies required for the orderly personnel administration within the Defense Attache System. Information may be provided to host country, Department of State, Central Intelligence Agency, Department of Justice and the Department of Treasury.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tape and manual in paper files and cards.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are maintained for 1 year beyond the individual's tour completion date and then destroyed.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Parent service of individual, immediate supervisor on station, agency officials and Ambassa- dors.

Systems exempted from certain provisions of the act:

None

L DIA 0813

System name:

Bibliographic Data Index System

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who have published works of general interest to the Agency, and individuals involved in foreign intelligence activities.

Categories of records in the system:

An index of names of authors, title of published works, subject matter of writing and the location of source documents of open source literature and intelligence reports.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Serves as a traditional library reference service for open source literature and intelligence reports. Information is used by agency officials, other federal agencies and contract person- nel to do research on intelligence subjects related to foreign intelligence activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tape and disc.

Retrievability:

By name

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Open source literature is destroyed once material is out dated. Intelligence reports are retained for 2 years and retired to the Washington National Record Center for permanent retention

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washing- ton, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

DoD, other intelligence agencies, educational institutions, federal agencies, research institutions, foreign governments and open source literature.

Systems exempted from certain provisions of the act:

None

L DIA 0819

System name:

DIA Financial Management

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former civilian and military employees of DIA.

Categories of records in the system:

Claims for reimbursement for expenses on official business. Documents supporting claims of indebtedness to the United States Government. Applications for the waiver of erroneous payment or for remission of indebtedness. Correspondence from civilian employees related to financial transactions.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the

Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to determine eligibility for waiver of erroneous payment and remission of indebtedness. To support claims of the United States Government for the collection of erro- neous payments made. Use to determine entitlements for reimbursements of expenditures on official business and to support payment. To process employee's claims of payroll problems and to forward checks and bonds to former employees. Information will be disclosed to the Department of Justice, General Accounting Office, and the Department of Treasury.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files and cards.

Retrievability:

By name

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Permanent records are cut off each fiscal year and held for 2 years and then retired to the Washington National Record Center. Temporary records are destroyed in 4 years or 2 years after a General Accountant Office audit.

System manager(s) and address:

Deputy Comptroller, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Data is supplied from a number of sources including the individual concerned, the U.S. Army Finance Office and agency officials.

Systems exempted from certain provisions of the act:

None

L DIA 1728

System name:

DIA Prisoner of War Intelligence Analysis and Debriefing Files

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

All U.S. personnel previously held prisoner of war (PW) or detained in Southeast Asia from 1961 to date and returned to U.S. control; and U.S. personnel released from detention in the People's Republic of China since 170. All U.S. personnel considered missing in action (MIA) or killed in action (KIA) and bodies not recovered.

Categories of records in the system:

Narrative of loss incident, identification data, casualty report; intelligence reports pos- sibly identifying subjects; portions of official debriefing; and/or debriefing summaries.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

As background for analytical purposes, the evaluation of intelligence reports pertaining to U.S. personnel PW/MIA; in preparation of special studies and appraisals; to provide responses to queries for PW intelligence from the JCS, OASD (ISA), the Department of State, Central Intelligence Agency, the Military Service, and other federal agencies with a need-to-know; to assist the military service intelligence and casualty offices in the determination of status of their personnel; to provide guidance to the Joint Casualty Resolution Center to assist in planning for the recovery of remains of U.S. personnel not accounted for.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tapes and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records will be retired to the Washington National Record Center upon disposition of all cases and will be destroyed 15 years subsequent.

System manager(s) and address:

Deputy Director for Intelligence Research, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her

appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Parent military services; intelligence reports prepared by elements of the Defense Intelli- gence Agency, the military services and the Central Intelligence Agency; the Department of State; Foreign Broadcoast Information Service reports; newspapers; magazines; television and radio.

Systems exempted from certain provisions of the act:

None

UNITED STATES MARINE CORPS

MFD00003

System name:

Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS)

System location:

Primary System - Marine Corps Automated Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131; Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197.

Decentralized Segments - There are eight Satellite/Command Data Processing Installations (SDPI/CDPI) which maintain files with similar records at the following locations: SDPI 02, Marine Corps Base, Camp Lejeune, NC 28542; SDPI 03, Marine Corps Base, Camp Pendleton, CA 92055; SDPI 06, FMF Pacific, FPO San Francisco, CA 96610; SDPI 09, Headquarters U S Marine Corps, Washington, D C 20380; SDPI 11, Marine Corps Recruit Depot, Parris Island, SC 29905; SDPI 15, Marine Corps Recruit Depot, San Diego, CA 92140; CDPI 17, Marine Corps Base, Quantico, VA 22134; SDPI 27, Marine Corps Base, Camp S D Butler, FPO Seattle, WA 98773; First Marine Brigade, FPO San Francisco, CA 96615.

Categories of individuals covered by the system:

All Marine Corps personnel.

Categories of records in the system:

The JUMPS/MMS automated system of records contains the following fields (data elements and data sets) and sub-fields; Social Security Number and the last, first, and middle initial (key); Name, Member Service Number, Contract Legal Agreement, Duty Limitation, Race/Sex/Ethnic Group, Present Unit Identification, Temporary Reporting Unit Code, Former Unit Identification, Intermediate Unit Identification, Future Unit Identification, Command Data Processing Installation Code, Individual Location, Message Routing Indicator, Pay Entry Base Data, Armed Forces Active Duty Base Date, Active Naval Service Base Date, Current Active Duty Began Date, Date of Enlistment/Acceptance, Date of Original Entry Armed Forces, Date of Birth, Estimated Date of Departure, Estimated Date of Arrival, Date Current Tour Began, Date Detached Last Command, Rotation Tour Date, Date Arrived U S Dependents Not Restricted, Date Arrived U S Enlistment, Careerist Flag, Contract Extension Data, Expiration of Obligated Service, Security Investigation, Permanent Grade , Incentive Pay, Proficiency Pay, Special Pay, Hostile Fire Pay, Basic Allowance for Subsistence, Basic Allowance for Quarters, Duty Status, Last Processing Cycle Information, Project Duty Status, Preference for Duty, Grade for Which Selected, Citizenship, Combat Service, Former Prisoner of War, Civilian Education, Accession Code (Program Enlisted Under), Military Occupational Specialties, Reserved for Future Use, Religion, Tour Control Factor, Sea or Foreign Duty, Program Element Number, Responsibility Center Number, Marital Status, Ethnic Group, Intermediate Monitored Command Code - Estimated Date of Arrival, Current Active Duty Begin Date, Estimated Date of Departure, Special Grade and Date of Rank, Old Reason for Transfer Code, New Reason for Transfer Code, Present Tour Control Factor, Prospective Officers Source Code, Reenlistment Bonus Type, Selective Reenlistment Bonus Zone, Separation Document Type, Composite Score, Armed Services Vocational Aptitude Battery, Deployment Monitored Command Code, Date Dependents Location Begin, Visual Audit Field, Date Joined Present Unit, TAD Excess Flag, TAD DPI, Officers School Graduation, Active Duty Officer Base Date, Active Duty Aviation Service Base Date, Accession Code, Future Tour Control Factor, Intended Transfer Date, Permanent Change of Station Code, Reason for Transfer Flag, Advanced Monitored Command Code, Advanced Monitored Command Code - Estimated Date of Arrival, Intermediate Monitored Command Code - Estimated Date of Arrival, Prospective Officers Source Code, Current Source of Entry Code, Home of Record, Prior Key, Days Lost Current Contract, Separation Document Type, Language Proficiency, Language Aptitude Test, Electronic Technician Selection Test (Enlisted Only), Reserved for Expansion, General Military Subjects Test Results, Classification Test, Computed General Technical or General Classification Test, Armed Forces Qualification Test/Army Qualification Test Score (Enlisted Only), Army Qualification Battery Scores, Service Schools, Dependents Information, Aeronautically Designated Officers & Noncommissioned Officers Information, Date Last Tour Combat/Combat Support Area, Optional Narrative Form, Aeronautically Designated, Officers & Noncommissioned Officers Information, Date Designated Military Pilot, Separation Data, Service Date (Officer), Lineal Control Number/Precedence Number Present Rank, Separation Data Addendum, Lineal Control Number/Precedence Number Permanent Rank, Month Attended Service Academy, Lineal Footnotes, Running Mate, Limited Duty Officer/Warrant Officer Footnotes, Date of Acceptance 1st Commission in the Marine Corps, Date of Rank 1st Commission in the Marine Corps, Date of Rank 1st Commission Limited Duty Officer, Visual Audit, Electronic Data Processing Test Score, Language Aptitude Test Date, Social Security Number Validation Monitor, Last Transfer Processing, Information, Temporary Additional Duty Excess Flag, Temporary Additional Duty Data Processing Installation, Graduates Obligation Code, Active Duty Spouse Identification, Fleet Assistance Program Unit Identification, Active Duty Off Service Base Date, Active Duty Officer Aviation Service Base Date, Program Enlisted For, Operational Flying Time, Operational Flying Computation Date, Operational Flying Start Date, Operational Flying Stop Date, Operational Flying Time Base Date, Operational Flying Gate One, Operational Flying Gate Two, Reserved, Platoon Number, Cycle Number, Last Type Transaction Code Touched, Not used at this time, Today's Date, Disbursing Officers Symbol, Command DPI of Parent Reporting Unit Code, Pay Group, Pay Status, Local Disbursing Office Cognizance, Payment Option/Leave and Earnings Statement Distribution/Pay Distribution Code, Federal Withholding Tax Data, Leave Account, Wage and Tax Summaries, Dependency Status, Dependency Determination, Basic Pay, Pay Grade, Years in Service, Serviceman's Group Life Insurance Deduction, Federal Income Tax Withholding, Federal Indemnity Compensation Act Tax Withholding, Payments, JUMPS Account Standing, Total Allotment Deductions, Last Update and Extract Date, Savings Deposits, Pay Extraction Flag, Regular Reenlistment Bonus, Variable Reenlistment Bonus, Time Lost, Detention of Pay, Repayment Date, Dislocation Allowance, Inadequate Quarters, Interim Housing Allowance, Indebtedness for Final Settlement, Incentive Pay 1, Proficiency Pay, Sea and Foreign Duty Pay, Diving Pay, Hostile Fire Pay, Subsistence Credit, Basic Allowance For Quarters, Personal Money Allowance, Family Separation Allowance, Incentive Pay 2, Cost of Living Allowance, Housing Allowance, Additional Federal Tax Withholding, Subsistence Debits, Court Martial/Nonjudicial Punishment Deductions, Miscellaneous Credits, Miscellaneous Debits, Other Continuing Monthly Deductions, Miscellaneous Leave Data, Retired Serviceman's Family Protection Plan Data, Temporary Lodging Allowance, Clothing Maintenance Data, Basic Allowance for Quarters Debits, Pay Change Flag, Pay Day Data, Miscellaneous Data, Check Mailing Address, Other Services Disbursing Officer Indicator, Reduced Tax, Unassigned, Saved Pay Original Entitlement, Saved Pay Current Entitlement, Tax Exclusion/Nonresident Alien Exempt Taxable Pay, Selective Reenlistment Bonus, Officer Status Change Flag, Aviation Career Incentive Pay, Advance Pay and Allowances, Power of Attorney.

The MMS master files consist of a complete magnetic record for each Marine serving on active duty for a period in excess of 30 days. The Remote Entry Data Display Terminal (REDDT) is a subsystem of MMS. It has the capability to directly access an extract of the master file. The procedure used to establish the initial computer record and add the individual to the Marine Corps strength is the accession process. The accession of recruits is accomplished through the Recruit Accession Management Subsystem (RAMS). The Commissioning Accession Management Subsystem (CAMS) is designed to access all officer records into JUMPS/MMS. Accession/ reaccession of all nonrecruit enlisted records is accomplished through the Headquarters Accession Management Subsystem (HAMS) at Headquarters, U S Marine Corps. The Accession Transcription Form (ATF) is an OCR form which contains information extracted from the enlistment contract and transfer/assignment to active duty orders. The ATF is completed and processed to establish the computer record. The Manpower Management Information System (MMIS) consists of

models and processes within MMS These models and processes support manpower planners and programmers to optimize assignments to unaccompanied overseas tours, predict enlisted population by grade and military occupational specialty (MOS) and to test various policies related to unrestricted officer promotion planning.

Some manual files containing substantiating documents and other data relative to each member's JUMPS/MMS record are maintained. These file folders may contain any part of the JUMPS/MMS record and any one or more of the following documents: Military Pay Record, Military Payroll Money List, Military Pay Voucher, Certificate for Performance of Hazardous Duty, Application for Arrears in Pay, Cash Collection Voucher, Authorization/Designation for Emergency Pay and Allowances, Wage and Tax Statement, Employees Withholding Exemption Certificate (IRS W-4), Employees Withholding Exemption Certificate (IRS W-4E), Notice of Levy, General Accounting Office Notice of Exemption, Dependency Certificate (Wife or Child Under 21 Years), Dependency Certificate (Mother or Father), Dependency Certificate (Unmarried Child Over 21 Years), Dependency Application, Clothing Checkage, Statement to Substantiate Payment of Family Separation Allowance, Government Property Checkage, Personal Financial Records, Unit Diary, Dependent Travel Record, Allotment/Bond Authorization, Certificate for Cost of Living and/or Housing Allowance, Certificate for Temporary Lodging Allowance, Removal of Mark of Desertion, Field Rations Certificate, Liquidation of Indebtedness, Initial Uniform Allowance for Officers, Additional Uniform Allowance for Officers, Excess Weight-Household Goods Shipment, Hospital Rations Checkage, Excess Expense Involving Movement of House Trailer, Transportation Checkage, Meal Ticket Checkage, Advance Pay, Advance Pay and Allowances, Discharge Gratuity, Combat Arms Bonus, Health Care Coverage, Government Quarters Termination and Assignment. Inadequate Quarters Termination and Assignment, Lump-Sum Leave, Rations Commuted to Private Mess, Reenlistment Bonus, Variable Reenlistment Bonus, Selective Reenlistment Bonus, Sick Misconduct, Prorated Rations, Supplemental Rations, Basic Allowance for Quarters (Own Right).

Authority for maintenance of the system:

Title 10 and 37, U S Code Section 5031 and 5201

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U. S. Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the performance of their assigned duties in matters relating to a Marine's automated personnel and/or pay record.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Federal, state and local government agencies - By officials and employees of federal, state and local government through official request for information with respect to law enforcement, investigatory procedures, criminal prosecution, civil court action and regulatory order.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency inititate criminal or civil action against an individual on behalf of the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U. S. Marine Corps, by the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

Department of Health, Education and Welfare (DHEW) - Disclosure of the name, rank or grade, and social security account number of each Marine Corps active duty military member to the Inspector General of DHEW for the specific purpose of comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children (AFDC).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is recorded on magnetic records and discs, punch cards, computer printouts, microform, file folders, and other documents.

Retrievability:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Computerized and conventional indices are required to retrieve individual records from the system. Normally, all types of records are retrieved by Social Security Number and name.

Safeguards:

Building management employs security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours but must sign in and out. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Access to personal information is limited to authorized personnel with a need-to-know. Access is restricted to specific applications programs, records, and files to which personnel have a specific and recorded need-to-know. Online data sets (both tape and disc) pertaining to personal information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.

Retention and disposal:

Magnetic records are maintained on all Marine Corps personnel while they are in service, and for a period of 4 months after they are separated from the service. Paper and film records are maintained for a period of 10 years after the final transaction. End calendar and fiscal year 'snapshots' of the MMS data base are maintained indefinitely in magnetic form at Headquarters, U. S. Marine Corps.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters U S Marine Corps, Washington, D C 20380.

Notification procedure:

Requests from individuals for information concerning pay related matters should be addressed to the Commandant of the Marine Corps (Code FD). Requests from individuals for information concerning personnel matters should be addressed to the Commandant of the Marine Corps (Code MP).

Requesting individual must supply full name and Social Security Number.

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197 to obtain information on whether the system contains records pertaining to him or her.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

Record access procedures:

Information on JUMPS may be obtained from the member's local disbursing officer. Information on MMS may be obtained from the member's immediate commanding officer. Requests for information from persons no longer in service should be signed by the person requesting the information. Dates of service, Social Security Number, and full name of requester should be printed or typed on the request. It should be sent to the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Recruiting offices, disbursing offices, administrative offices, and the individual Marine are the principle sources of the information contained in the JUMPS/MMS record for that person.

Systems exempted from certain provisions of the act:

None

MFD00005

System name:

Retired Pay/Personnel System (RPPS)

System location:

Marine Corps Automated Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131; and Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197.

Categories of individuals covered by the system:

Pay account folders for retired Marine Corps members, Fleet Marine Corps Reservists (FMCR), and survivors of deceased retired and FMCR members, who are entitled to retired pay, retainer pay, and survivor annuities.

Categories of records in the system:

The RPPS automated system of records contains the following fields (data elements and data sets): Retired/Retainer Date; Retainer Date; Pay Change; Information Status; Social Security Number (SSN) and Last, First, and Middle Initial (Key); Deletion Date; SSN; Retired Category Code; Member's Name; Pay Entry Base Date; Service for Pay; Active Service; Other Military Service Number (MSN); Prior MSN/SSN/Key; Rank Code; Recomputation Code; Disability Percent; Heroism Pay; Pay Table Code; Recomputation Age; Retirement Laws; Functional Account Number; Ranks; Birthdates; Pay Delete/ Suspense Code; Retired Serviceman's Family Protection Pay; Reserve Retirement Credit Points; Allotment Data; Withholding Tax Data; Wage and Tax Summaries; Gross Pay; Taxable Pay; Withholding Tax; Dependency Indemnity Compensation; Pension Act of 1944 (Veterans Administration (VA) Waiver); Pension Act of 1964 (Dual Compensation G1); Retired Serviceman's Family Protection Plan; Survivor Benefit Plan; Social Security; Scheduled Collections; Net Pay; Special Handling Code (Check Delivery); Accumulated Summaries; Home Mailing Address; Check Mailing Address; Pay Distribution; Last Change Posted; Date Member Eligible to Retire; Date Arrived Continental United States Without Dependents; Primary Military Occupational Specialty; Districts; Highest Rank Held Satisfactorily; Service Prior to 1 July 1949; Service After 1 July 1949; Active Duty After Transfer to Fleet/ Retired Rolls; Date Next Physical Year and Month; VA Disease Codes; Department of Defense Disease Codes; Nearest Hospital (See Table 9); Personnel Accounting Separation - Designator; Earnings Statement Flag; Disability Pay; Change of Address Flag; Last Time Processed by Update-Extractor; SSN Validation; Remarks Area; One-Time Credit/Checkage; Scheduled Collection.

Used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by government agencies.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Computation of retired pay, retainer pay, and survivor annuity accounts, perform audit of accounts, reply to correspondence, etc.

Creation of printed reports, records, checks, microforms, magnetic files, etc., based on information available in the system. This output is used by various departments of the Marine Corps for pay, personnel, audit, and other purposes. Some of this information is made available to authorized local, state, and Federal agencies.

Displaying all or part of any selected record on a cathode-ray tube for research, audit, update, and similar purposes.

Used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by government agencies.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is recorded on magnetic records, punch cards, computer printouts, microform, file folders, and other documents.

Retrievability:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

Safeguards:

Building management employees security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours, but must sign in and out.

Retention and disposal:

Magnetic records are maintained on all persons who are eligible for retired pay, retainer pay, and survivor annuities while they are alive and for a period of 6 months after that person dies or ceases to be eligible. Paper and film records are maintained for a period of 10 years after the final transaction.

System manager(s) and address:

Commandant of the Marine Corps (Code FD), Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Requests from individuals for information should be referred to the SYSMANAGER.

Requesting individual must supply full name and SSN

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197, to obtain information on whether the system contains records pertaining to him or her.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

Record access procedures:

Requests for information relative to the RPPS automated system should be signed by the person requesting the information. Dates of service, SSN, and full name of requester should be printed or typed on the request. It should be sent to the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Documents and correspondence received from Headquarters, U S Marine Corps, the Veterans Administration, the member, changes in laws, etc. are the principle sources of information contained in the RPPS automated system.

Systems exempted from certain provisions of the act:

None

MFD00008

System name:

Civilian Labor Projection, Operations and Maintenance, MC Budget Report (Job Procedure 5576)

System location:

Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Categories of individuals covered by the system:

All civilians in pay status.

Categories of records in the system:

Pay rates; scheduled within-grade increases, government portion of fringes.

Authority for maintenance of the system:

MCO 7301.56D

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Budget, forecasting of civilian payroll needs for future time periods.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer Paper Printouts

Retrievability:

Employee badge number within Activity code.

Safeguards:

None

Retention and disposal:

Perpetual; updated quarterly.

System manager(s) and address:

Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Notification procedure:

Information may be obtained from:
Commanding General
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704

Record access procedures:

Request from individuals should be addressed to: Commanding General Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Civilian payrolls

Systems exempted from certain provisions of the act:

None

MIL00016

System name:

Depot Maintenance Management Subsystem (DMMS)

System location:

Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Marine Corps Logistics Support Base, Pacific, Barstow, California 92311

Categories of individuals covered by the system:

Any military or civilian employee of USMC Depot Maintenance Activities

Categories of records in the system:

System contains individual's Personal History File, Labor Distribution Reports, Time and Attendance Reports and Payroll Reports

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Marine Corps Logistics Support Bases - To provide payroll support and cost accounting
Congress of the United States
Naval Audit Service - To obtain audit trails for cost accounting
DOD Departments and agencies
USMC staff agencies and commands - To review cost accounting and financial management procedures, to monitor labor distribution
Federal, state, and local tax agencies
General Accounting Office
Treasury Department
Department of Justice

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and disks, computer paper printouts and microfiche.

Retrievability:

Filed by employee badge number

Safeguards:

Buildings have security personnel. Records are maintained in areas accessible to authorized personnel that are properly screened.

Retention and disposal:

Records are maintained until end of calendar year in which employee has worked. At the end of one year, the computer magnetic tapes and disks are erased and paper printouts are destroyed by shredding. Microfiche is destroyed by burning.

System manager(s) and address:

Commandant of the Marine Corps (Code LMM), Headquarters, U S Marine Corps, Washington, D C 20380
Director, DMA, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia
Director, DMA, Marine Corps Logistics Support Base, Pacific, Barstow, California

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code LMM), Headquarters, U S Marine Corps Washington, D C 20380
CG, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704
CG, Marine Corps Logistics Support Base, Pacific, Barstow, California 92311

Record access procedures:

Requests from individuals should be addressed to the Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704 or Commanding General, Marine Corps Logistics Support Base, Pacific, Barstow, California 92311.

Written requests for information should contain the full name of the individual, current address, telephone number.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, social security card, etc.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Automated system interfaces
Application and related forms from the individual requesting employment.

Systems exempted from certain provisions of the act:

None

MIL00017

System name:

Transportation Data Financial Management System (TDFMS)

System location:

Commanding General (Code A470), Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Categories of individuals covered by the system:

All Marine Corps active duty, reserve, and retired personnel, federal Civil Service employees of the Marine Corps and their dependents.

Categories of records in the system:

The TDFMS Master Files consist of a complete automated record for all Marine Corps active duty, reserve and retired personnel, federal Civil Service employees of the Marine Corps and their dependents concerning the movement of household goods, personal effects and passenger or personnel transportation by rail, bus, air or other means involving expenditures of Marine Corps funds.

Authority for maintenance of the system:

Title 37, U S Code/Title 10, U S Code and Marine Corps Orders within the 4600 Series.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps, Marine Corps activities for analysis and research for budget forecasting; audit, verification, certification of O&MMC, Stock Fund, Reserve, Procurement, MPMC expenditure of Marine Corps funds; identifying movement of material by weight, commodity within areas by FY historical data of commodity movements, related cost, budget forecasting, validation, and special studies.

Marine Corps Supply Center to monitor and certify for payment transportation charges concerning the movement of personal property and personnel and to initiate collection/reimbursement action for cost incurred that exceeds entitlements.

Department of Defense and its components - By officials and employees of the Department in the performance of their offical duties.

The Attorney General of the U S - By officals and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the

Department of Justice or as carried out as the legal representative of the Executive Branch Agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - The Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the Files.

The Comptroller General of the U S - By the Comptroller or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and discs, computer printouts, microfiche and microfilm.

Retrievability:

Information is accessed and retrieved by name, social security number, etc. Conventional and computerized indices are required to retrieve individual records from the system.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are maintained until statute of limitations has expired and/or litigation is concluded.

System manager(s) and address:

The Commandant of the Marine Corps (Code LFS), Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from:
Commanding General (Code A470)
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704
Telephone: Area Code 912/439-5674/5675/5676/5677

Record access procedures:

Written requests from individuals should be addressed to the address listed under the heading LOCATION.

Written requests for information should contain social security number, full name and current address, Government Bill of Lading number (if known), date of shipment or move of household goods.

For personal visits, the individual should be able to provide positive personal identification, such as valid military identification card, drivers license, etc.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Government and commercial carriers.
Installation Transportation Officers.
Authorized order writing activities.
Paying or disbursing officers.
Marine Corps Manpower Management System

Systems exempted from certain provisions of the act:

None

MJA00003

System name:

Magistrate Court Case Files

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Civilians pending and tried by the assigned Federal magistrate for crimes committed on military reservation.

Categories of records in the system:

Investigative reports, complaints, summons and warrants.

Authority for maintenance of the system:

Title 18, U S Code 3041; Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Prosecutor for preparation of cases for trial by military prosecutor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name. Conventional indices are required for retrieval.

Safeguards:

Maintained in file cabinet in locked building.

Retention and disposal:

Retained and destroyed in accordance with SECNAVINST 5212.5B.

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

Notification procedure:

Individual is personally served with a subpoena and is shown the file. Requires name for entry.

Record access procedures:

Contact SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Law enforcement reports, bad check transmittal letters from Government agencies.

Systems exempted from certain provisions of the act:

None

MJA00004

System name:

In Hands of Civil Authorities Case File

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

All military personnel who are in hands of civil authorities or have charges pending against them by civil authorities.

Categories of records in the system:

Civil court documents, advice to respondent, health statements/certificates and supporting documents pertaining to individual's status.

Authority for maintenance of the system:

Title 10, U S Code 814; Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Working file utilized in administrative processing of individuals in hands of civil authorities. Used by command personnel in the execution of their official duties in processing individual for report of misconduct and discharge proceedings in accordance with Marine Corps Separation Manual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual by calendar year in which processing is completed.

Safeguards:

Records are stored in metal file cabinets in Base Adjutant's office in Building 1, where full-time security is maintained during off-duty hours. Accessible only to authorized personnel in the execution of their official duties.

Retention and disposal:

On discharged personnel, record incorporated into administrative discharge file. Others retained for two years after completion of calendar year in which processed, then destroyed in accordance with the Navy and Marine Corps Records Disposal Manual.

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

Notification procedure:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Service records, health records, civil court documents, law enforcement personnel and various DOD Agencies.

Systems exempted from certain provisions of the act:

None

MJA00005

System name:

Financial Assistance/Indebtedness Files

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Marines identified as owing debts and/or having dependents requiring financial aid.

Categories of records in the system:

File contains name, rank, social security number, military occupational specialty, component, marital and dependency status and supporting documents pertaining to indebtedness and/or financial assistance required.

Authority for maintenance of the system:

Title 10, U. S. Code; Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Working file once inquiry initiated. Used by command personnel in the execution of their official duties of processing inquiry. Once processing is completed, record is filed in command office of record official correspondence file.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Chronologically by date of response.

Safeguards:

File accessible only to authorized personnel in the execution of their official duties. Maintained in locked building with full time duty personnel present during non-working hours.

Retention and disposal:

Retained for two years and disposed of in accordance with Navy Marine Corps Records Disposal Instructions.

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

Notification procedure:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Previous and current commanders, private individuals and agencies.

Systems exempted from certain provisions of the act:

None

MJA00008

System name:

Letters of Indebtedness/Credit Inquiry

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

File on all Marines who receive letters of indebtedness

Categories of records in the system:

All correspondence and findings pertaining to the letter in question.

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain a record of credit inquiries and alledged letters of indebtedness received from various firms and individuals, to conduct an investigation to determine validity prior to taking final action. Available to Personnel Officer, Legal Officer, and Commanding Officer, Headquarters Battalion.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Individual file folders

Retrievability:

By name and date

Safeguards:

Maintained in Headquarters files

Retention and disposal:

One year

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

Notification procedure:

Information may be obtained from:
Commanding Officer, Headquarters Battalion (Code 200)
Marine Corps Supply Activity
Philadelhpia, Pennsylvania 19146

Record access procedures:

Requests from individuals should be addressed to: Commanding Officer, Headquarters Battalion (Code 200), Marine Corps Supply Activity, Philadelphia, Pennsylvania 19146

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Complaintant, other investigating officials and individual concerned

Systems exempted from certain provisions of the act:

None

MJA00012

System name:

Individual Accounts of Mail Order Clothing (bill file)

System location:

Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Categories of individuals covered by the system:

File pertains to all Marine Corps personnel, active, reserve and retired who have a requirement and are authorized clothing, textiles and other related supplies.

Categories of records in the system:

Record includes individual's name, rank, SSN, military address, bill number, dollar amount of the shipment, shipping date and zip code.

Authority for maintenance of the system:

NAVCOMPT Manual, Part C, Collection and Reporting of Debts Due the United States.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Marine Corps Logistics Support Base, Atlantic, Albany, Georgia. To facilitate in a mechanized atmosphere the collection of informa-

tion necessary to provide the capability of continued follow up on funds owed and due the U S Government through daily billing, cross referencing and processing of mail order clothing individual accounts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is stored on magnetic tapes and computer paper printouts.

Retrievability:

Data can be retrieved by account number, name and social security number.

Safeguards:

Computer printouts and source documents are retained in a single office accessible only to authorized personnel. Employees are properly trained in safeguarding information of a personal nature.

Retention and disposal:

Computer records are retained until the bills are satisfied. Computer printouts and source documents are retained for a period of five years. Destruction of records is by mutilation.

System manager(s) and address:

Commanding General, Marine Corps Logistics Support Base, Atlantic Albany, Georgia 31704.

Notification procedure:

Information may be obtained from:
Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704
Telephone: Area Code 912/439 5837

Record access procedures:

Written requests from individuals should be addressed to Clothing Section (MAU), Direct Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704.

Contesting record procedures:

The agency's rules for access to records, contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Accounting records of the Clothing Section, Direct Support Stock Control Branch, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia, supplemented with information from the employing activity of the individual.

Systems exempted from certain provisions of the act:

None

MMN00002

System name:

Listing of Retired Marine Corps Personnel

System location:

The Commandant of the Marine Corps
Headquarters, U S Marine Corps
Washington, D C 20380

Categories of individuals covered by the system:

All retired members of the Marine Corps, including those former Marines in the receipt of disability benefits from the Veteran's Administration.

Categories of records in the system:

The system is a microfiche listing derived from automated sources, depicting the retiree's name, Social Security Number, grade, mailing address and retirement component code.

Authority for maintenance of the system:

Title 10, U S Code Section 5201

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Marine Corps - For making necessary identification of retired members in the performance of their official duties related to retirement and veterans affairs programs, benefits, entitlements, transportation, hospitalization, education, dependent affairs, etc.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly with the purview of said court.

Congress of the U S - By the Senate or House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Leatherneck Magazine and Marine Corps Gazette - For maintaining their mailing lists of subscribers to these semi-official, professional publications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Controlled distribution microfiche listing. Stock copies maintained in locked room.

Retrievability:

Listings in alphabetical order, with officer personnel listed separate from enlisted personnel.

Safeguards:

Building employs security guards. Distribution is strictly controlled.

Retention and disposal:

Destroyed upon being superceded by updated monthly listing.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MS), Headquarters, U S Marine Corps, Washington, D C 20380. The letter should contain the full name, Social Security Number and signature of the requester.

The individual may visit Headquarters, U S Marine Corps, Columbia Pike & Arlington Ridge Road, Arlington, Virginia, Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U S Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone Area Code 202/694-1043

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Staff agencies and subdivisions of Headquarters, U S Marine Corps
Veterans Administration

Systems exempted from certain provisions of the act:

None

MMN00005

System name:

Marine Corps Education Program Applicant/Participant Information File

System location:

Primary system - Headquarters, U S Marine Corps (Code OTTI), Washington, D C 20380.

Secondary system - Local activity or command to which individual is assigned (See list of activities in Navy Standard Distribution List OPNAV PO9B3-107).

Categories of individuals covered by the system:

Marine Corps personnel who have submitted written applications for participation in full-time, tuition assistance, off-duty, PREP, or other voluntary education programs.

Categories of records in the system:

File contains copies of individual's applications for participation in an education program; copies of correspondence between the Marine Corps, the individual and academic institutions involved; copies of academic transcripts; miscellaneous academic records and correspondence; test results; previous enrollments and disenrollments; and educational qualification data addressing the individual concerned.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in matters relating to their assigned duties in connection with educational and vocational counseling, recommendation, evaluation, selection and assignment. Also in the management and control of various educational and vocational programs attended by Marine Corps personnel.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Educational Institutions - By officials and employees of those educational institutions to which the individual applies or which the Marine Corps contracts with, to provide full-time, off-duty or other educational programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files as represented by card files, listings, log books, computer printouts, rosters and file folders stored in filing cabinets.

Retrievability:

Filed alphabetically by last name; by educational institution, educational program or unit of assignment. Cross referenced by SSN

Safeguards:

Records are maintained in limited access working areas and are made available to persons other than the individual addressed only on a strict 'need-to-know' basis. After duty hours storage areas are locked.

Retention and disposal:

Records are maintained a maximum of three years and then destroyed. In instances where individual completes a program in less than three years, with no incurred service obligation, records are destroyed on program completion or transfer of individual from command maintaining record.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:

Commandant of the Marine Corps

Headquarters, U S Marine Corps (Code OTTI)

Washington, D C 20380

Telephone: Area Code 202/694-2109

Record access procedures:

Requests from individuals should be addressed to the commander of the activity to which they are assigned for duty. Activity addresses are contained in the Navy Standard Distribution List (OPNAV PO9B3-107).

Requests from individuals who have made written application for the Special Education Program (SEP), Advanced Degree Program (ADP), Funded Legal Education Program (FLEP), College Degree Program (CDP), Marine Enlisted Commissioning Education Program (MECEP), Navy Enlisted Scientific Education Program (NESEP), Staff NCO Degree Completion Program (SNCODCP), or Marine Associate Degree Completion Program (MADCOP) should be addressed to the Commandant of the Marine Corps, Headquarters, U S Marine Corps (Code OTTI), Washington, D C 20380.

Written requests for information should contain name of the individual, current address and telephone number, and the academic program originally requested or in which participated.

For personal visits, the individual should provide personal identification.

Contesting record procedures:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Application and related documents including correspondence from the individual requesting an education program; correspondence originating in the Educational Services Branch or other Headquarters Marine Corps Staff Agencies; academic transcripts from educational institutions; and educational selection board results.

Systems exempted from certain provisions of the act:

None

MMN00006

System name:

Marine Corps Military Personnel Records (OQR/SRB)

System location:

PRIMARY SYSTEM - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized Segments - Custody of the commanding officer of the organization to which the Marine officer or enlisted individual is assigned for duty or administration of official records (OQR/SRB).

Decentralized Segments - National Personnel Records Center, 9700 Page Blvd., St. Louis, Missouri 63132

Categories of individuals covered by the system:

Headquarters, U S Marine Corps official military personnel records on Marine officers consist of a copy of the appointment acceptance and record and all supporting documents furnished by the officer and generated by Marine Corps procurement procedures necessary to evaluate the individual for a commission in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to a Marine officer's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment, records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearances, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial, martial and other disciplinary matters, and other data needed in managing the officer personnel of the Marine Corps and Marine Corps Reserve.

Headquarters, U S Marine Corps official military personnel records on enlisted Marines consist of a duplicate enlistment contract or induction record and all supporting documents furnished by the enlisted Marine or generated by the Marine Corps recruiting procedures necessary to evaluate and approve the Marine for enlistment in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to an enlisted Marine's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment, records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearances, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial and other disciplinary matters, and other data needed in managing the enlisted personnel of the Marine Corps and Marine Corps Reserve.

Officer Qualification Record (OQR) is a field record of a Marine Officer which accompanies the officer throughout the various assignments of service with the Marine Corps or Marine Corps Reserve. Maintenance and custody of the OQR rests with the commanding officer of the organization to which the Marine officer is assigned for duty or administration of records. This record consists of the original appointment acceptance and record and non-automated records re-

flecting information pertaining to the officer's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, military orders and memoranda, security clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), leave and earnings statements, periodic print-outs of automated record contents, records of courts-martial and other disciplinary matters and any local orders or memoranda necessary for utilization of the Marine officer's background and experience in accomplishing the mission of the command.

Enlisted Service Record Book (SRB) is a field record of an enlisted Marine which accompanies the enlisted Marine throughout the various assignments of service with the Marine Corps or Marine Corps Reserve, maintenance and custody of the SRB rests with the commanding officer of the organization to which the enlisted Marine is assigned for duty or administration of records. This record consists of the original enlistment contract or record of induction and non-automated records furnished by the enlisted Marine or the recruiting procedures in effecting the enlistment or induction of the Marine. This record reflects information pertaining to the Marine's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, duty and conduct evaluations, security clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), Leave and Earnings statements, periodic print-outs of automated record content, courts-martial and other disciplinary matters, any other local military orders or memoranda necessary for the utilization of the Marine's background and experience in accomplishing the mission of the command.

Categories of records in the system:

Headquarters, U S Marine Corps, Official Military Personnel Records on Marine officers and enlisted are retained and maintained at Headquarters, U S Marine Corps, Washington, D C 20380 from acceptance/enlistment/induction to complete severance from the Marine Corps and the Marine Corps Reserve by retirement or discharge.

OQR/SRB's are retained and maintained by the commanding officer of the Marine Corps or Marine Corps Reserve field command to which the Marine is assigned.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Marine Corps and Marine Corps Reserve in the performance of their official duties relating to management of personnel resources; screening and Selection for promotion, training and educational programs; administration of appeals, grievances, discipline, litigations and investigations adjudication of claims, benefits and entitlements; administration and management of retirement and veterans affairs programs; and, the providing of requested information from the records to the Veterans Administration, Social Security Administration, Selective Service System, National Guard, Public Health Service (HEW), U. S. Coast Guard, Immigration and Naturalization Service, Treasury Department, Department of Labor, Department of State, General Accounting Office and State Bonus Bureaus in connection with such functions as processing and adjudication of claims, updating of records, administration of work programs, processing naturalization proceedings and verification of eligibility and entitlement to various benefits and programs.

Officials and employees of other components of DoD in the performance of their official duties relating to screening and selection of members for interservice transfer; procedures for appeals for correction of service records; reviews of discharges from the service; physical evaluations; research analyses; litigations and investigations; clemency and awards reviews and evaluations.

By representatives of the Civil Service Commission in connection with evaluation of prospective federal employees.

By court order in connection with matters before a federal, state or municipal court.

By the Comptroller General or his representatives in the course of the performance of duties relating to decisions or procedures by the General Accounting Office on manpower management programs.

By agents of the Federal Bureau of Investigation, Secret Service and office of Naval Intelligence in connection with matters under the jurisdiction of these investigative bodies upon presentation of credentials.

By private organization under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

By investigative, security and law enforcement agents of federal agencies who have submitted written requests for access to Marine Corps military personnel records with justification thereof as pertaining to the conduct of government business under their respective jurisdictions and providing the names of specified agents having a need for such access.

By state and county law enforcement bodies processing applications for employment, when applicants have given written authorization for access to respective military personnel records.

By officials and employees of the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132 acting as agent for Headquarters, U S Marine Corps in storage and processing of Marine Corps maintained by that center.

By a Marine or former Marine or such individual(s) designated by him/her in writing for whatever purpose access to or release of their respective records is desired.

By the White House, Secretary of Defense, Secretary of the Navy, and members of Congress in response to inquiries regarding individual Marines.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U S Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U S Marine Corps, by the U S Marine Corps, the Department of the Navy, or the Department of Defense.

By officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders in open shelf filing equipment

Retrievability:

The records maintained at Headquarters, U S Marine Corps (all active and reserve officer records, all temporary disability retired records, all active and organized reserve and Fleet Marine Corps reserve enlisted records of personnel joined/transferred to these components subsequent to 30 June 1974, all former Commandants, all living retired officers (who served in a General Officer grade, records of all personnel separated/retired four months or less) are retrieved by Social Security Number (SSN) and name. Except for OQR's and SRB's of participating members, all other categories of Marine Corps military personnel records are maintained at the National Personnel Records center, St. Louis, Missouri. Those retired to St. Louis prior to 1 January 1964 and/or those with military service numbers (MSN) below 1800000 are retrieved by MSN and name. All other Marine Corps records retired to St. Louis are accessed by MSN and/or SSN, name and are assigned a Registry Number. These records are retrieved by Registry Number.

Safeguards:

Buildings employs security guards, records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. Records maintained at Headquarters, U S Marine Corps are transferred to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132 four months after separation, placement on the Permanent Disability Retired List, retirement, retirement from Fleet Marine Corps Reserve, death of an officer who served in a General Officer grade and former Marines no longer considered of newsworth status.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Correspondence pertaining to records maintained by Headquarters, U S Marine Corps should be addressed to:

Commandant of the Marine Corps (Code MS)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1043

Correspondence pertaining to records maintained by National Personnel Records Center should be addressed to:

Director, National Personnel Records Center

9700 Page Boulevard

St. Louis, Missouri 63132

Telephone: Area Code 314/268-7155

Correspondence pertaining to OQR and SRB records maintained by the respective commanding officers should be addressed to the command concerned as is shown in the Standard Navy Distribution List - Part 1 (OPNAV P09B3-107)

Correspondence should contain the full name, Social Security Number and signature of the requester. The individual may visit any of the above activities for review of records. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD Form 214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:

Commandant of the Marine Corps (Code MS)

Headquarters, U S Marine Corps

Columbia Pike & Arlington Ridge Road

Arlington, Virginia 20380

Telephone: Area Code 202/694-1043

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Staff agencies and subdivisions of Headquarters, U S Marine Corps
Marine Corps commands and organizations
other agencies of federal, state, and local governments
Medical reports
Correspondence from financial and other commercial enterprises
Correspondence and records of educational institutions
Correspondence of private citizens addressed directly to the Marine Corps or via the U S Congress and other agencies
Investigations to determine suitability for enlistment, security clearances, and special assignments
Investigations related to disciplinary proceedings

Systems exempted from certain provisions of the act:

None

MMN00007

System name:

Marine Corps Motion Picture/Instructional Television (ITV) Archives

System location:

Motion Picture and TV Archives, Marine Corps Development and Education Command, Quantico, Virginia

Categories of individuals covered by the system:

Personnel who have been photographed while participating in Marine Corps related events.

Categories of records in the system:

The archives contains motion picture photography and videotape footage documenting Marine Corps related events.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Material contained in the archives is used for Marine Corps reports, education programs, public information, training programs, recruiting purposes, and for general release to the public. Material is available to other DOD and Federal agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Films and videotapes are stored on film racks in film vaults.

Retrievability:

Personnel identified in the films and videotapes are listed alphabetically in an index system.

Safeguards:

Film vaults are locked when not in use. Only authorized personnel have access. During non-working hours, rooms and buildings containing the films and videotapes are locked.

Retention and disposal:

Films and videotapes are maintained indefinitely.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:

Commandant of the Marine Corps (Code HD)

Headquarters, U. S Marine Corps

washington, D C 20380

Telephone: Area Code 202/433-3027

Record access procedures:

Requests should be addressed to: Commandant of the Marine Corps (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380

Written requests should contain full name of the individual, current address and telephone number.

For personal visits, the individual concerned should contact the Director of History and Museums Division, (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380, Telephone: Area Code: 202-433-2616

Contesting record procedures:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Material within the archives is from Marine Corps Field Motion Picture and ITV Facilities.

Systems exempted from certain provisions of the act:

None

MMN00008

System name:

Marine Corps Still Photographic Archives

System location:

Director of History and Museums Division (Code HD), Headquarters, U. S. Marine Corps, Building 159E, Washington Navy Yard, Washington, D C 20380

Decentralized system - organizational elements of the U. S. Marine Corps maintaining still photographic files.

Categories of individuals covered by the system:

Personnel who have been photographed while participating in Marine Corps related events.

Categories of records in the system:

The Archives contains documentary photography of Marine Corps related events.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Material contained in the archives is used for Marine Corps reports, education programs, manuals, public information, training programs, recruiting purposes, and for general release to the public. Material is available to other DOD and Federal agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Photographic records are maintained in large Dibold file machines.

Retrievability:

Personnel identified in the photographic records are listed alphabetically in an index system.

Safeguards:

Photographic records are maintained in large Dibold file machines which are locked when not in use. Only authorized personnel have access. During non-working hours, rooms containing the records are locked.

Retention and disposal:

A 25-year archives is maintained. Older records are trans- ferred to the National Archives, Washington, D C

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized systems managed by local commands.

Notification procedure:

Information may be obtained from:

Commandant of the Marine Corps (Code HD)

Headquarters, U S Marine Corps

Washington, D C 20380

Telephone: Area Code 202/433-3027

Record access procedures:

Requests should be addressed to: Commandant of the Marine Corps (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380

Written requests should contain full name of the individual, current address and telephone number.

For personal visits the individual should proceed to: Washington Navy Yard, Building 159E, Washington, D C

Contesting record procedures:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

All material within the archives is from either Marine Corps Field Photographic Facilities or from Private donations.

Systems exempted from certain provisions of the act:

None

MMT00002

System name:

Marine Corps Institute Correspondence Training Records System

System location:

Marine Corps Institute, Box 1775, Washington, D. C. 20013

Categories of individuals covered by the system:

All enrollees in Marine Corps Institute correspondence courses.

Categories of records in the system:

Records contain information for identifying enrollees, their addresses, their progress in the course of study, and the results of their final examinations.

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U. S. Marine Corps and Marine Corps commands, activities, and organizations for use by officials and employees of the Marine Corps in matters relating to their assigned duties.

Upon request and with the consent of the individual concerned, transcripts of course completions are provided to academic institutions for evaluation for academic credit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, microfiche, magnetic tape, and magnetic disks.

Retrievability:

Name and SSN.

Safeguards:

Access provided on a need to know basis only. During nonworking hours, the doors to the Institute are locked.

Retention and disposal:

Retained indefinitely.

System manager(s) and address:

Student Services Officer, Marine Corps Institute, Marine Barracks, Box 1775, Washington, D. C. 20013

Notification procedure:

Apply in writing to SYSMANAGER. Provide full name, social security number or service number, date of completion or enrollment, course number, and course title.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from enrollment applications and subsequent forms submitted by the enrollee, from the individual's commanding officer, from the Marine Corps Manpower Management System, and from Marine Corps Automated Services Center, Kansas City.

Systems exempted from certain provisions of the act:

None

UNITED STATES NAVY

N00013 7

System name:

Litigation Case File

System location:

Office of the Judge Advocate General, Department of the Navy, Washington, D.C. 20370.

Categories of individuals covered by the system:

All those individuals who have brought suit against, or have been involved in litigation with the United States or its offcers or employees concerning matters related to the Department of the Navy, in the Federal Civil Court System, excepting those cases arising, in admiralty, or patent, under the Federal Tort Claims Act, and all matters under the responsibility of the General Counsel's Office.

Categories of records in the system:

All pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation and related materials involved in representing the United States Navy and Marine Corps in the Federal Court System.

Authority for maintenance of the system:

5 U.S.C. 301, 10 U.S.C. 5148, and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The collected information is used to defend the Department of the NAVY IN CIVIL suits filed against it in the Federal Court System. Routine users of the information, in addition to the Litigation Division, Office of the Judge Advocate General of the Navy, are the Department of Justice and the United States Attorneys offices assigned to the particular case.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrievable by last name of the litigant.

Safeguards:

Records are maintained in file cabinets accessible only to persons responsible for servicing the record system in performing their official duties.

Retention and disposal:

Retained in office files for two years, then retired to Washington National Records Center, Washington, D.C. 20409; detroy 10 years after final action, on the case.

System manager(s) and address:

Judge Advocate General, Department of the Navy, Washington, D.C. 20370

Notification procedure:

Information may be obtained from the system manager.

Record access procedures:

Access is not permitted to this system. See 5 U.S.C.C 552a (d) (5).

Contesting record procedures:

The Navy's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Navy Military Personnel Records Center, St. Louise; Department of Justice, opposing counsel.

Systems exempted from certain provisions of the act: None.

N00018 10

System name:

Family Advocacy Program System (42 FR51256)

System location:

Central Registry -- Chief, Burau of Medicine and Surgery, Navy Department, Washington, D. C. 20372. Individual Case Files -- Naval Regional Medical Centers, naval hospitals and clinics (formerly dispensaries), and duty stations of the military sponsors. (Mailing addresses of duty stations are listed in the DOD directory in the Appendix to the Component System Notice.)

Categories of individuals covered by the system:

All beneficiaries entitled to care at Navy medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities, and all persons suspected of abusing or neglecting such beneficiaries.

Categories of records in the system:

Medical records of suspected and confirmed cases of family member abuse or neglect, also, investigative reports, correspondence, family advocacy committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to individual family advocacy program files.

Authority for maintenance of the system:

5 U.S.C. 301, 10 U.S.C. 5132, and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees duties relating to health and medical treatment of members and former members of the uniformed services, civilians, and dependents receiving medical care under Navy auspices; determining qualifications and suitability of Navy and Marine Corps personnel for various programs, duty assignments, and fitness for continued military service; and performance of research studies of compilation of statistical data.

Officials and employees of other components of the Department of Defense and other Departments and agencies and the Executive Branch of government, in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and researchconcerning family member abuse and neglect.

The Attorney General of the United States or his authorized representatives, in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Federal, state or local government agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

Authorized officials and employees of the National Academy of Sciences, and private organizations and individuals for authorized health research in the interest of the federal government and the public; and authorized surveying bodies for professional certification and accreditation. government and the public; and authorized surveying bodies for professional certification and accreditation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records may be stored in file folders, microfilm, magnetic tape, punched cards, machine lists, discs, and other computerized or machine readable media.

Retrievability:

Records are retrieved by name of the abused or neglected family member and the social security number of the sponsor or guardian.

Safeguards:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis, only.

Computer terminals are located in supervised areas, with access controlled by password or other user code system.

Retention and disposal:

Family advocacy case records are maintained at the activity having cognizance of the case for a period of 5 years and are then destroyed. Central registry records are permanently retained under the control of the Bureau of Medicine and Surgery.

System manager(s) and address:

Central Registery -- Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372, -- and commanding officers of medical treatment facilities under the command of the Chief, Bureau of Medicine and Surgery, where the treatment and reporting occurred.

Notification procedure:

Informational requests should be directed to the cognizant system manager(s). Requests should contain the full name of the individual and social security number of the military or civilian sponsor or guardian, date and place of treament, and alleged reporting of incident. The requester may visit the office of the Chief, Bureau of Medicine and Surgery, 23rd and 'E' Streets, N.W., Washington, D.C. and the commading officers of the individual medical treatment facilities to obtain information on whether or not the system contains records pertaining to hime or her. Armed Forces I.D. card or other type of identification bearing the picture and signature of the requested will be considered adequate proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Reports from physicians and othe medical department personnel regarding the results of physical, dental, mental, and other examinations, treatment, evaluation, consultation, laboratory, x-ray, and special studies; reports and information from other sources, including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

Systems exempted from certain provisions of the act:

Part of this system may be exempt under 5 U.S.C. 552a(k) (2) and (5), as applicable. For additional information, contact the system manager(s).

N00022ENLMAUSTSYS

System name:

Enlisted Master File Automated System

System location:

Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

Categories of individuals covered by the system:

All Navy Enlisted Personnel: Active and Inactive

Categories of records in the system:

Computer file contains data concerning enlisted assignment, planning, programming, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and enlisted reserve drill data. The system also contains Activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer extracts. microform, and printed reports therefrom.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the Navy's military management program. of Navy enlisted personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the automated system of records.

Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management, supervision, and administration of Navy enlisted personnel.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the

management, supervision and administration of Navy enlisted personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy enlisted personnel and the operation of personnel affairs and functions. The Senate or the House of Representatives of the United States or any committee or subcommittee therof, on matters within their jurisdiction requiring disclosure of the files or records of Navy enlisted personnel.

Such civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, disks, drums and on punched cards.

Printed reports and other related documents supporting the system are stored in authorized areas only.

Retrievability:

Automated records are retrieved by Social Security Account Number.

Safeguards:

Within the computer center, controls have been established to desseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertant or unauthorized disclosure will result in harm, embarrassment, inconvience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, enlisted managment, placement, and distributing personnel who are directed to respond to valid, official requests for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

Automated records are retained in accordance with MAPMIS manual (periods range from 1 month to permanent).

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D. C. 20370

Notification procedure:

Requests by correspondence from active duty enlisted personnel shall be addressed to : Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D. C. 20370; requests by correspondence from inactive duty and reserve personnel shall be addressed to: Commanding Officer, Naval Reserve Personnel Center (Attn: Privacy Act Coordinator), New Orleans, La 70159; request shall contain full name, social security account number, rank, status, and signature of requestor.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy and Department of Defense and Components thereof in performance of their office duties and as specified by current instructions and regulations promulgated by competent authority; educational institutions.

Systems exempted from certain provisions of the act:

None

N00022OFFMAUSTSYS

System name:

Officer Master File Automated System

System location:

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

Categories of individuals covered by the system:

All Naval Officers; commissioned, warrant, active, inactive; officer candidates, and Naval Reserve Officer Training Corps personnel.

Categories of records in the system: Computer file contains data concerning officer assignment, planning, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and Reserve Officer drill data. System also contains activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill Reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer file extracts, microform and printed reports therefrom.

Authority for maintenance of the system:

Title 5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision, and administration of Navy officer personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the automated system of records.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's military manpower management program. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executvie Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions. The Senate or the House of Representatives of the United States or any committee or subcommittee therof, on matters within their jurisdiction requiring disclosure of the files or records of Navy officer personnel.

Such Civilain Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated Records are stored on magnetic tapes, disks, drums and on punched cards. Printed reports and other paper documents supporting the system are stored in authorized personnel areas only.

Retrievability:

Automated records are retrieved by Social Security Account number.

Safeguards:

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure that would result in harm, embarrassment, inconvenience or unfairness to the indiviual, will be shredded. Computer files are kept in a secure, continuously manned area and are distributing personnel who are directed to respond to valid, official request for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

Records are retained in accordance with MAPMIS Manual (periods range from 1 month to permanent).

System manager(s) and address:

Chief of Naval Personnel, Department of the Navy, Washington, D.C. 20370.

Notification procedure:

Active duty Navy Officers/Officer Candidates shall request by correspondence addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370. Naval Reserve and retired officers shall request by correspondence

from commanding officer, Naval Reserve Personnel Center, New Orleans, LA 70159. Requests shall contain full name, Social Security Account Number, rank, status, address and signature of the requestor.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense and components therof, in performance of their official duties and as specified by current Instructions and Regulation promulgated by competent authority; official records of professional qualifications; Educational institutions.

Systems exempted from certain provisions of the act:

None

N00062 LORR 1130

System name:

Low Quality Recruiting Report (CNET Report 1130-1)

System location:

Commander, Naval Recruiting Command 4015 Wilson Blvd Arlington, Va 22203

Categories of individuals covered by the system:

Reports of enlisted performance

Categories of records in the system:

Reports of performance

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Navy Recruiting Command and the Chief of Naval Education and Training, Chief of Naval Technical Training, and the Recruit Training Center to evaluate the quality of recruits with a view towards improvement of recruitment and training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folder

Retrievability:

Random filing by submitting activity

Safeguards:

Maintained in locked safe in controlled building

Retention and disposal:

Two years

System manager(s) and address:

Commander Navy Recruiting Command

Notification procedure:

By individual request upon presentation of letter or identification. Must provide program and name.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Service Record entries, Commanding Officers performance evaluations

Systems exempted from certain provisions of the act:

None

DEFENSE LOGISTICS AGENCY

S322.10DLA-LZ

System name:

MARDAC Data Base

System location:

Primary location: W.R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93940.

Back-up locations for processing: Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D.C. 20330.

U.S. Army Management Systems Support Agency, Room BD972, The Pentagon, Washington, D.C. 20310.

National Military Command Systems Support Center, Room BE685, The Pentagon, Washington, D.C. 20331.

Back-up files maintained at two offices of the DoD Manpower Research and Data Anaylsis Center-7th Floor, 300 N. Washington St., Alexandria, VA 22314 and 2nd Floor, 550 Camino El Estero, Monterey, CA 93940.

Selected historic files are maintained at Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D.C. pursuant to court order in IBM anti-trust case. These files will be withdrawn from current location when legally permissible.

Decentralized segments-military personnel research centers, and military personnel centers of the services; selected civilian contractors with research contracts in manpower area; other Federal agencies.

Categories of individuals covered by the system:

All officer and enlisted personnel who served on active duty from July 1, 1968 and later; or who have been a member of a reserve component since July 1975; or are retired reservists; participants in Project 100,000 and Project Transition and the evaluation control groups for these programs; all individuals examined to determine eligibility for military service at an Armed Forces Entrance and Examining Station from July 1, 1970, and later; DoD civilian employees or civiliian employees separated since January 1, 1971; all veterans who have utilized Vietnam-era GI Bill education and training entitlements, who visited a State Employment Service office since July 1,1971, or who participated in a Department of Labor special training program since July 1, 1971; all individuals who ever participated in an educational program sponsored by the U.S. Armed Forces Institute, all individuals who participated in the Armed Forces Vocational Aptitude Testing Programs at the high school level since September 1969, individuals who responded to various paid advertising campaigns seeking enlistment information since July 1, 1973; participants in the DHEW, Office of Education and Longitudinal Survey.

Categories of records in the system:

Name, Service Number, Selective Service Number, Social Security Account Number, demographic information such as home town, age, sex, race, and educational level; civilian occupational information, military personnel information such as rank, length of service, military occupation; aptitude scores, post-service education, training, and employment information for veterans; participation in various in-service education and training programs.

Authority for maintenance of the system:

10 U.S.C. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system of records is to provide a longitudinal statistical analysis capability for assessing military manpower trends and evaluation programs impacting of military personnel, potential enlistees, and veterans.

Manpower Research and Data Analysis Center-used to analyze accession patterns and trends, promotion and occupation patterns and trends, loss patterns and trends, qualification rates, effectiveness of recruiting programs, participation in education and training programs, force characteristics, post-service experiences of veterans, evaluation of military special pays and bonuses; evaluation of special programs affecting military personnel; to select sample population for surveys; to provide statistical data to OMB, GAO, the Military Services, DoD civilian contractors, educational institutions and other Federal agencies.

Personnel Research and Personnel Management activities of the Military Services-uses are same as those specified above.

Veterans Administration, Management Sciences Staff, Reports and Statistics Service, Office of the Comptroller-used to select sample for surveys asking veterans about the use of veterans benefits and satisfaction with VA services.

Office of Research and Statistics, Social Security Administration-used for statistical analyses of impact of military service and use of GI Bill benefits on long term earning.

DoD Civilian Contractors-used by contractors preforming research on manpower problems for statistical analyses.

Aggregate data and/or individual records contained in the record system may be transferred to other Federal agencies having legitimate use for such information and applying appropriate safeguards to protect data so provided.

Records may be disclosed to the Civil Service Commission concerning pay, benefits, retirement deductions; and other information necessary for the Commission to carry out its Government-wide personnel management functions.

Any record contained in the system of records may be transferred to any other component of the Department of Defense having the need-to-know in the performance of official business.

Name and address information of former military personnel obtained from the Veterans Administration or the Military Department may be released to a number of DoD Components for use in attempting to recruit and reenlist prior service personnel through direct contact methods. These components are as follows: U.S. Army Recruiting Command; U.S. Army Forces Command; Navy Recruiting Command: Chief of Naval Personnel; Chief of Naval Reserve; U.S. Air Force Recruiting Service; U.S. Air Force Tactical Air Command; Headquarters Air Force Reserve; National Guard Bureau; Headquarters, U.S. Marine Corps; District Directors, U.S. Marine Corps; Commanding General, 4th Marine Division; Commanding General, 4th Marine Air Wing: Commandant, U.S. Coast Guard.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Retrievable by name, SSAN, age, occupation, or any other data element contained in system.

Safeguards:

Primary location-at W.R. Church Computer Center, tapes are stored in a locked cage in machine room, which is a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

At back-up locations in Alexandria, VA and Monterey, CA tapes are stored in rooms protected with cypher locks, buildings are locked after hours, and only properly cleared and authorized personnel have access.

The Air Force Data Services Center, the U.S. Army Management Systems Support Agency, and the National Command Systems Support Center are all TOP SECRET facilities.

Retention and disposal:

Files constitute a historical data base and are permanent.

System manager(s) and address:

Director, Department of Defense Manpower Research and Data Analysis Center (MARDAC), 550 Camino El Estero, Monterey, CA 93940.

Notification procedure:

Information may be obtained from: Director, Department of Defense Manpower Research and Data Analysis Center, 550 Camino El Estero, Monterey, CA 93940. Telephone: Area Code 408/646-2951.

Record access procedures:

Requests from individuals should be addressed to Director, MARDAC, 550 Camino El Estero, Monterey, CA 93940.

Written requests for information should contain the full name, Social Security Account Number, date of birth, and current address and telephone number of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, or military or other ID card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

Record source categories:

The Military Services, the Veterans Administration, the Office of Education of the Department of HEW, from individuals via survey questionnaires, the Department of Labor.

Systems exempted from certain provisions of the act:

None

S322.20DLA-LZ

System name:

Reenlistment Eligible File (RECRUIT).

System location:

W. R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93940.

Back-up file-Department of Defense Manpower Research and Data Analysis Center, 7th Floor, 300 N. Washington St., Alexandria, VA 22314.

Back-up file-Department of Defense Manpower Research and Data Analysis Center, 550 Camino El Estero, Monterey, CA 93940.

Categories of individuals covered by the system:

Former enlisted personnel of the military services who separated from active duty during the immediately preceding forty-eight months and who are eligible for immediate reenlistment.

Categories of records in the system:

Social Security Account Number, Name, Service, Date of Birth, and Date of Separation.

Authority for maintenance of the system:

10 U.S.C. 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to assist recruiters in reenlisting prior-service personnel.

Department of Defense Manpower Research and Data Analysis Center, used to provide to recruiters in the military service and the Coast Guard information on individuals eligible for immediate reenlistment; for statistical analyses of prior-service reenlistment trends and of demographic characteristics of applicants for reenlistment; such analyses may require merging with other record systems.

Any individual records contained in the system might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Most recent thirty-six months separation stored on magnetic disc; full forty-eight months stored on magnetic tape.

Retrievability:

Retrievable by Social Security Account Number.

Safeguards:

DISC File is protected by password access and hard-wire system. Alexandria, Virginia location has tape storage areas in locked room accessible only to authorized personnel; building is locked after hours.

Monterey, California location has tape storage area in locked room accessible only to authorized personnel; building is locked after hours.

Recruiters making telephone inquiries must have valid recruiter identification and call back number.

Retention and disposal:

Records more than forty-eight months old are purged from the system.

System manager(s) and address:

Director, Manpower Research and Data Analysis Center, 550 Camino El Estero, Monterey, California 93940.

Notification procedure:

Information may be obtained from: Manager, RECRUIT system, Manpower Research and Data Analysis Center, 300 N. Washington St., 7th Floor, Alexandria, VA 22314, Telephone: Area Code 703/325-0490.

Record access procedures:

Requests from individuals should be addressed to: Manager, RECRUIT System, Manpower Research and Data Analysis Center, 300 N. Washington Street, Alexandria, VA 22314.

Written request for information should contain the full name, current address, telephone number, Social Security Account Number, and date of separation of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

Record source categories:

The data contained in the system are obtained from the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Systems exempted from certain provisions of the act:

None

S322-35DLA-LZ

System name:

Survey Data Base.

System location:

Primary Location-W.R. Church Computer Center, Naval Postgraduate School, Monterey, California 93940.

Decentralized locations for back-up files-Department of Defense, Manpower Research and Data Analysis Center, 7th Floor, 300 N. Washington St., Alexandria, Virginia 22314 and 2nd Floor, 550 Camino El Estero, Monterey, California 93940.

Categories of individuals covered by the system:

Individuals who selected at random for survey administration and who completed survey forms. Survey data is collected on a periodic basis. Current data were collected at selected Armed Forces Entrance and Examining Stations (AFEES), during September 1974, May 1975, or since January 1975; additional data were collected by Gilbert Youth Organization (civilian contractor) in nation-wide surveys during May or November 1973, or May or November 1974.

Categories of records in the system:

SSAN and responses to survey items dealing with attitudes toward the military.

Authority for maintenance of the system:

10 U.S.C. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to sample attitudes toward enlistment in the military and determine reasons for enlistment decisions.

Manpower Research and Data Analysis Center-used to analyze trends in enlistment motivation, attitudes toward military service, attractiveness of various enlistment incentives; survey files are linked with military personnel inventory, gain, and loss files to statistically relate survey data to later advancement, attritions, and reenlistment patterns.

Any individual record in the system may be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Computer Tape

Retrievability:

Records can be retrieved by Service of accession, period of survey, race, sex, education level, or Social Security Account Number.

Safeguards:

Tapes stored at the primary location are kept in a locked storage cage in a controlled access area; tapes stored at the back-up locations are kept in locked storage areas in buildings which are locked after hours.

Retention and disposal:

Records are permanent. Survey answer sheets which are opscanned to create tape are destroyed after tape is created.

System manager(s) and address:

Director, Manpower Research and Data Anaylsis Center, 550 Camino El Estero, Monterey, California 93940.

Notification procedure:

Information may be obtained from: Chief, Market and Survey Research Division, Manpower Research and Data Analysis Center, 300 N. Washington St., 7th Floor, Alexandria, Virginia 22314, Telephone: Area Code 703/325-0490.

Record access procedures:

Requests from individuals should be addressed to: Chief, Market and Survey Research Division, Manpower Research and Data Analysis Center, 300 N. Washington St., Alexandria, VA 22314.

Written requests for information should contain the full name, Social Security Account Number, and current address and telephone number of the individual. In addition, the approximate date and location where the survey was completed should be provided.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other ID card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

Record source categories:

The survey information is provided by the individual; additional data which are linked to survey data as described in the routine uses section, are obtained from the military services.

Systems exempted from certain provisions of the act:

None

DEFENSE INVESTIGATIVE SERVICE

V5-01

System name:

V5-01 Investigative Files System

System location:

Defense Investigative Service (DIS), Investigative Files Division, (D0840) P.O. Box 1211, Baltimore, MD 21203 has primary control over the system and is responsible for the maintenance of completed investigative records. The Special Investigations Center, 1000 Independence Ave. S.W., Washington, DC 20314 maintains limited categories of these records. DIS operational centers; District Offices; Field Offices; Resident Agencies and various DIS headquarters staff elements originate and have temporary control over portions of records.

Categories of individuals covered by the system:

Military personnel who are on active duty, applicants for enlistment or appointment and reservists and National Guardsmen; DoD civilian personnel who are paid from appropriated funds; industrial or contractor personnel who are working in private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross personnel and personnel paid from nonappropriated funds who have DoD affiliation; ROTC cadets; former military personnel; individuals residing on, having authorized official access to, or conducting or operating any business or other functions at any DoD installation or facility.

Individuals not affiliated with the Department of Defense when, during the previous year, their activities have directly threatened the functions, property or personnel of the DoD or they have engaged in, or conspired to engage in, criminal acts on DoD installations or directed at the DoD.

Categories of records in the system:

Official Reports of Investigations (ROI's) prepared by DIS or other DoD, Federal, state or local official investigative activities

DIS Information Summary Reports (ISR's) which record unsolicited information received by DIS concerning a person or incident which is of direct interest to other DoD components or Federal agencies. (When such information is received by DIS it is reported as it was received, without investigation or confirmation, by ISR and transmitted to the interested activity.)

Attachments to ROI's or ISR's including exhibits, subject or interviewee statements, police records, medical records, fingerprint cards, credit bureau reports, employment records, education records, release statements, summaries of or extracts from other similar records or reports.

Case control and management documents which are not reports of investigation, but that serve as the basis for investigation, or serve to guide and facilitate investigative activity, including documents providing the data to open and conduct the case, such as the Personnel Security Investigation Request; documents, initiated by the subject such as personnel history documents, and fingerprint records; and documents used in case management and control, such as release statements, case transfer forms, and documents directing the inquiry.

DIS file administration and management documents accounting for the disclosure, control and access to a file, such as warning sheets, separators, forwarding correspondence and accounting records required by 5 U.S.C. 552 and 552a.

Cross references to chronological correspondence files disclosing unfavorable and administrative action taken based on DIS investigations.

Authority for maintenance of the system:

Section 301 of 5 U.S.C. Departmental Regulations

Section 310 of 44 U.S.C. Records Management

Sections 2, 3, 4, 5, 6, 8 and 9, Executive Order 10450, Security Requirements for Government Employment.

Section 6(A), Executive Order 11652, Classification and Declassification of National Security Information and Material.

Sections III and V, DoD Directive 5105.42, Charter for the Defense Investigative Service.

Section IIIA, DoD Directive 5200.2b, Defense Investigative Program.

Section IV A and B, DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense.

Section IX, DoD Directive 5210.7, Department of Defense Civilian Applicant and Employee Security Program.

Section I, DoD Directive 5210.8, Policy on Investigation and Clearance of DoD Personnel for Access to Classified Defense Information.

Section VII, DoD Directive 5210.9, Military Personnel Security Program

Section V A 2., DoD Instruction 5210.25, Security Acceptability of American National Red Cross Employees at Department of Defense Installations and Activities.

Section I, DoD Instruction 5210.26, Investigation of American National Red Cross Employees on Duty at Department of Defense Installations and Activities in the Zone of Interior.

Encl 3, paragraphs b 2 and 3, DoD Directive 5210.41, Security Criteria and Standards for Protecting Nuclear Weapons.

Section III, DoD Directive 5210.45, Personnel Security in the National Security Agency.

Section VII, DoD Directive 5210.55, Selection of Department of Defense Military and Civilian Personnel for Assignment to Presidential Support Activities.

Section IV, C, DoD Directive 5220.6, Industrial Personnel Security Clearance Program.

Section V B, DoD Instruction 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI Program for Contractor Employees.

Section 1 (a) and 2, Executive Order 10865, Safeguarding Classified Information Within Industry.

Section III, DoD Instruction 5030.34, Agreement between the Department of Defense concerning Protection of the President and Other Officials.

Paragraph 10, Director of Central Intelligence Directive No. 1/14, Uniform Personnel Security Standards and Practices Governing Access to Sensitive Compartmented Information C.

Section II, DSA Regulation 5705.2, Criminal Investigative Support to the Defense Supply Agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose for which collected.

Personnel security investigative information is collected to insure that the acceptance or retention of persons to sensitive DoD positions, or granting individuals access to classified information, including those employed in defense industry, is clearly consistent with national security.

Criminal investigative information is collected on request to identify offenders, provide facts and evidence upon which to base prosecution and effect the recovery of property which has been wrongfully appropriated.

Information contained in ISR's (see description in RECORD-CATEGORY) regarding criminal, personnel security, counterintelligence, or intelligence matters, when received, is disseminated to appropriate Federal agencies or other DoD components.

Criminal and personnel security information is collected during reciprocal investigations conducted for other DoD and federal investigative elements (or in limited instances, criminal information for local, or state law enforcement agencies) for maintenance and use by the requesting activity.

Information regarding alleged security violations is collected on request to establish whether or not a compromise occured and to identify the personnel involved.

Criminal information received by DIS personnel in the course of their duties which is of direct interest to a local law enforcement agency and therefore furnished to that agency orally or by letter.

Users of DIS investigative information are:

(1) DIS personnel in the course of their official duties.

(2) Other accredited DOD investigative components, DOD agencies, elements of the Military Departments designated by the departments and representatives of the Secretary of Defense and the Joint Chiefs of Staff.

(3) Accredited Federal criminal and civil law enforcement and intelligence agencies.

(4) State and local official criminal law enforcement agencies.

(5) Other accredited federal agencies conducting investigations to evaluate suitability for employment or access to classified information.

(6) Congressional committees and the Government Accounting Office.

Specific uses of DIS investigative records are:

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for access to Defense information and facilities by the first two categories of users, above.

To determine the eligibility and suitability of individuals for entry into and retention in the Armed Forces by the second category of users, above.

To provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056, by the first three categories of users, above.

For use in criminal law enforcement investigations including statutory violations, counterintelligence, as well as counterespionage and other security matters by the first through fourth and the sixth categories of users, above.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

To provide information in judicial or adjudicative proceedings including litigation, or in accordance with a court order by the first three categories of users, above.

To make statistical evaluations of DIS investigative activities by the first, second and sixth categories of users, above.

To respond to Freedom of Information and Privacy Act access requests, by the first category of users, above.

To provide information in response to Inspector General, and EEO or other complaint investigations and Congressional inquiries by the first, second and sixth categories of users, above.

To determine the eligibility and suitability of an individual for personnel actions in the Armed Forces of the United States, as deemed appropriate by the second category of users, above.

A record such as identification data, from this system of records may be disclosed as a routine use to a federal, state local or foreign agency maintaining relevant information or to business enterprises to obtain employment records if necessary to obtain information relevant to an assigned investigation.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter by any agency of the first, second, third or fifth categories of users, above.

Transfers of information from this record system to other DoD components is a routine intra-agency use under the provisions of 5 U.S.C. 552a3(b)(1).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfilm, magnetic tape or supplementary index cards.

Retrievability:

Investigations are centrally retrievable through the DIS Case Control System (DCCS) or the Defense Central Index of Investigations (DCII) systems described separately in this notice. Reciprocal investigations jurisdictions, may be retrieved only through a limited manual disclosure accounting system

Safeguards:

Completed investigative records are maintained and stored in power files, open shelves and filing cabinets which are housed in secured areas accessible only to authorized personnel who are properly screened and have a need to know. Information contained on magnetic tape is secured in the same manner as the DCII, described separately. Recipients of investigative information are responsible for safeguarding information within the guidelines provided by DIS.

Retention and disposal:

Retention of closed DIS investigative files is authorized for 30 years maximum, except as follows: (1) Files which have resulted in adverse action against an individual will be retained permanently, (2) Files developed on persons who are being considered for affiliation with the Department of Defense will be destroyed within one year if the affiliation is not completed. In cases involving a pre-appointment investigation, if the appointment is not made due to information developed by investigation, the file will be retained permanently. If the appointment is not made for some other reasons not related to the investigation, the file will be destroyed within one year; (3) Information within the purview of the Department of Defense Directive 5200.27, 'Acquisition of Information Concerning Persons and Organizations Not Affiliated with the Department of Defense', is destroyed within 90 days after acquisition by DIS unless its retention is required by law or unless its retention has been specifically authorized by the Secretary of Defense or through the Chairman, DIRC.

Generally, ISR's and reciprocal investigations are retained for only 60 days.

Partial duplicate records of personnel security investigations are retained for 60 days by DIS field elements. Partial duplicate records in criminal and special investigations are retained for one year.

System manager(s) and address:

Director, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Notification procedure:

Requests should be addressed to the Assistant for Information, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314. The full name, date and place of birth, and social security account number are necessary for retrieval of information. More information or a notarized statement verifying the identity of requesters may be required. The Information Office, at Room 2H043 1000 Independence Ave., Washington, 20314 DC may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

Record access procedures:

Access may be obtained through the Information Office at the address listed above.

Contesting record procedures:

DIS rules for contesting and appealing initial determinations may be obtained from the Assistant for Information at the address listed above

Record source categories:

Categories of sources of records.

Subjects of investigations.

Records of other DoD activities and components.

Federal, state, county and municipal records.

Employment Records of private business and industrial firms.

Educational and disciplinary records of schools, colleges, universities, technical and trade schools.

Hospital, clinic and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks and other financial institutions which maintain credit information on individuals, transportation companies, (airlines, railroad, etc.)

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

Systems exempted from certain provisions of the act:

In accordance with subsection 3j(2) of the Act, information maintained by the Special Cases Division of DIS may be exempted from the provisions of subsections (c)(3) and (4); (d); (e)(1), (2) and (3); (e)(5) and (8); and (g). Information maintained by, or at the direction of, this unit includes criminal investigations for which the DIS has primary responsiblity and certain ISR's and reciprocal investigations, and security or counterintelligence information which may be used in criminal prosecution. The withholding of this information will be to allow the DIS Special Cases Division, a criminal law enforcement component, to conduct effective investigations into alleged unlawful activity or crime conductive situations without jeapordizing such investigations. Knowledge of the investigations of the Special Cases Division could enable subjects to take actions to prevent detection of criminal activities, conceal evidence, or to escape prosecution. It could also lead to intimidation of or harm to sources, informants, witnesses and their families. Information from this system will be withheld only to the extent that its release would interfere with such investigations.

Under subsection 3k(1) of the Act, properly classified material contained in DIS investigatory files is exempt from the provisions of subsection (d). This exemption will protect information, the disclosure of which would have an adverse effect on the national defense or foreign policy.

Under subsection 3k(2) of the Act, other investigatory material including certain reciprocal investigations and counterintelligence information is exempt from subsection (c) (3), (d), (e) (4) (G,H andI) and (f) until such time as action is taken regarding allegations, and after that time only to the extent that the information would identify a confidential source who furnished information under an express promise that the identity of the source would be held in confidence (or prior to the effective date of the Act under an implied promise). This exemption will permit the DIS to conduct certain law enforcement investigations effectively and to protect the identities of sources who would not otherwise provide information.

Protective Service: Under subsection 3k(3) of the Act, DIS investigatory material maintained in connection with assisting the US Secret Service (USSS) to provide protective services to the President of the United States or other individuals pursuant to section 3056 of Title 18 is exempt from subsections (c) (3), (d), (e) (1), (e) (4), (g, h and i), and (f). This exemption provision will enable DIS to continue its support of the US Secret Service without compromising the effectiveness of either activity.

Under subsection 3k(5) of the Act, personnel security investigatory material from subsections (c) (3), (d) and (f), is exempt to the extent that the disclosure of such material would reveal the identity of a confidential source as described above. This exemption provision will allow DIS to collect information from certain sources who would otherwise be unwilling to provide information necessary to personnel security investigations.

V5-05

System name:

V5-05 Subject and Reference Locator Records.

System location:

A decentralized system maintained by Defense Investigative Service field units.

Categories of individuals covered by the system:

Military personnel and civilian employees of the Department of Defense.

Categories of records in the system:

Personnel, locator, assignment rosters and housing records furnished by Army, Navy, Air Force and Marine Corps posts, bases and stations in the U.S. and Puerto Rico and retained for periods longer than they are retained by originating activities. Examples of such records are Army Locator/Organizational Rosters (A0102.03a DAAG) and Army Housing Files(A1511.01aDAPE).

Authority for maintenance of the system:

10 U.S.C. 133, E.O. 10450, E.O. 10865, DoD Directive 5105.42.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are maintained by DIS investigative elements for use in locating supervisors, coworkers and character references of subjects of DIS investigations and to identify or verify the locations and assignments of subjects when this information cannot be obtained through other local sources. Information from this system may be provided to law enforcement agencies for the same purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper listings in files or binders, computer products, microfiche, index cards.

Retrievability:

By name and other identifying data.

Safeguards:

Maintained in locked cabinets or locked rooms and only DIS personnel have access.

Retention and disposal:

Records are retained for a maximum of five years.

System manager(s) and address:

Director, Defense Investigative Service, 1000 Independence Ave. SW., Washington, D.C.20314.

Notification procedure:

Requests should be addressed to the Assistant for Information, Defense Investigative Service, Washington, D.C.20314. The full name, date and place of birth, social security account number, military service numbers are required and the name and location of the post, base, or station and periods of assignment or employment so that a thorough search can be conducted. A notarized statement verifying the identity of requestors is required. The Information Office, at room 2H043, 1000 Independence Ave. S.W., Washington, D.C. may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

Record access procedures:

Access may be obtained through the Information Office at the address listed above.

Contesting record procedures:

DIS rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR Part 298a and DIS Regulation 28-4.

Record source categories:

Military personnel offices, training schools and housing offices for installations.

Systems exempted from certain provisions of the act:

NONE

UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES

WUSU01

System name:

Uniformed Services University of the Health Sciences (USUHS) Personnel Files

System location:

A central personnel record file will be maintained at the USUHS personnel office, 4301 Jones Bridge Road, Bethesda, Maryland 20014. A supplemental file consisting of summary data on each employee will be stored in the computer at Bolling AFB, Washington, D.C. 20301.

Categories of individuals covered by the system:

Records will be maintained on all personnel assigned to USUHS - full-time and part-time.

Categories of records in the system:

The type of information which will be maintained on employees is as follows: Identity and demographic information (e.g., SSAN, name, sex, address, birth date, minority status, etc.), Academic and experience background data consisting of: (1) Schools attended; (2) Degrees earned; (3) Work experience, awards, etc.; (4) Letters of reference, performance evaluations, etc.

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The System will be used for documenting the work experience of USUHS personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Material stored in file folders

Retrievability:

The system will be indexed by name and SSAN. Records will be available to: The individual concerned. Employees of USUHS on a need to know basis. Other agencies of the Government to satisfy requests for routine reports.

Safeguards:

The file will be maintained in securable file cabinets

Retention and disposal:

Indefinite files that are retained while the individual is employed and then retired.

System manager(s) and address:

The personnel officer of the University will be the custodian of this file (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20014). Telephone: 202-295-2158.

Notification procedure:

Inquiries regarding the personnel files should be directed to the SYSMANAGER.

Record access procedures:

Information on the procedures for gaining access to and contesting records will be furnished each employee by the Personnel Office upon entry into duty with USUHS.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned and contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in the file is furnished by the employee, supervisors and references supplied by the employee.

Systems exempted from certain provisions of the act:

None

WUSU02

System name:

Uniformed Services University of the Health Sciences (USUHS) Payroll System

System location:

Central files are maintained at Bolling Air Force Base Accounting and Finance Office, Civilian Pay Branch. Satellite file maintained at USUHS Administrative Offices at 4301 Jones Bridge Road, Bethesda, Maryland 20014

Categories of individuals covered by the system:

All civilian personnel paid by the USUHS.

Categories of records in the system:

Information contained in the system includes: Name, SSAN, Pay Grade, Number of Withholding exemptions, Gross and Net Pay, Other Pay Information.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The system will produce data for budget purposes and as backup information for audits.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The information will be stored as computer print-out.

Retrievability:

The system will be indexed by name.

Safeguards:

The information will be available for personnel in the Personnel/Manpower Division of the USUHS or other personnel who have a demonstrated need to know, e.g., auditors, Congress, etc. The material will be stored in metal file containers.

Retention and disposal:

The records will be maintained for one year and then destroyed by burning.

System manager(s) and address:

The responsible official in the USUHS for the Civilian Pay System is Chief, Personnel/Manpower 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-2185.

Notification procedure:

Any inquiries should be directed to the Personnel/Manpower Division at the above address.

Record access procedures:

Information may be accessed in person at the above address. Requests for change to the information must be made in writing at the above address.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 2864 and OSD Administrative Instruction No. 81.

Record source categories:

Computerized pay records from Bolling Air Force Base Accounting and Finance Office.

Systems exempted from certain provisions of the act:

None

WUSU03

System name:

Uniformed Services University of the Health Sciences (USUHS) Student Record System.

System location:

The file will be maintained in the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Categories of individuals covered by the system:

Records will be maintained on all students who matriculate to the University.

Categories of records in the system:

Grade reports and instructor evaluations of performance/achievement; transcripts summarizing by course title, grade, and credit hours; records of disciplinary action; records of awards, honors, or distinctions earned by students; and data carried forward from the Applicant File System.

Authority for maintenance of the system:

Public Law 92-426, Ch 104, Section 2114.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The System will be used for documenting the academic achievement of students.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

The system will be indexed by name and SSAN.

Safeguards:

Records will be maintained in metal file cabinets in a securable area.

Retention and disposal:

Records will be maintained permanently.

System manager(s) and address:

The Registrar of the University, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Notification procedure:

Information may be obtained from:

USUHS

Registrar's Office

4301 Jones Bridge Road

Bethesda, Maryland 20014

Telephone: 202-295-2118

Record access procedures:

Requests to review individual student's records may be made by telephone or visit to the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Written requests should include name, SSAN, and dates attended.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is furnished by instructor personnel.

Systems exempted from certain provisions of the act:

None

WUSU04

System name:

Uniformed Services University of the Health Sciences (USUHS) Applicant Record System.

System location:

A central applicant record file will be maintained at the USUHS Admission Office, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

A supplemental file consisting of summary data on each applicant, to be derived from data collected in the central file, will be stored on magnetic tape and maintained at the Pentagon Computer Center, Washington, D. C.

Categories of individuals covered by the system:

Records will be maintained on all individuals applying for admission.

Categories of records in the system:

Identity and demographic information (e.g., SSAN, name, sex, minority status, address, birth date, citizenship, etc.); Academic and aptitudinal background data consisting of: (1) Schools attended, (2) Degrees earned, (3) GPA for college and graduate work, (4) Course hours completed in college and graduate school, (5) Medical College Admission Test scores and percentiles; information regarding work experience, socioeconomic background, hobbies, extracurricular involvements in college, community/ service activities, honors and awards achieved, and professional and/or societal contributions; Letters of reference; personal statements (autobiographical in nature); service preference statement; interview evaluations; test results and personality inventory scores on instruments used to assess noncognitive potential and aptitude; official college transcripts and health data. Unsolicited information provided by applicants will also normally be retained when such information pertains to the matters described above.

Authority for maintenance of the system:

Public Law 92-426, Ch 104, Section 2114

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The system will be used for selecting students to USUHS, and conducting studies of the selection process.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and magnetic tape.

Retrievability:

The central file will be indexed by name. The computer file will be sequenced by SSAN, with data retrievable by any single or combination of variables stored, e.g., sex, minority status, ranking by academic performance, ranking by test achievement, state of residence, college attended, etc.

Safeguards:

All material will be maintained in metal rotary files in a securable office; the satellite file on disks, securably stored at the Pentagon Computer Center.

Retention and disposal:

Records of applicants who matriculate to the school will be converted to student records and maintained permanently. Records of applicants who do not matriculate will be retained for five years and then destroyed by burning. Portions of the record may be retained on magnetic tape for longer periods.

System manager(s) and address:

The USUHS officer who will be responsible for the Applicant Record System is the Assistant Dean for Academic Support (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20014).

Notification procedure:

Inquiries regarding the system should be directed to the Assistant Dean for Academic Support, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-2125.

Record access procedures:

Request for access for an individual's file should be made by either writing or calling the Assistant Dean for Academic Support.

For written requests the information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The bulk of the information in the system will be furnished by the applicants. It will be either prepared by them personally, or submitted by other individuals/agencies in their behalf at their (the applicants') specific request. The remaining elements of the systems, the data not furnished by the applicants, will consist of evaluative records prepared and developed by admissions personnel based on interviews, school administered tests, and analyses of applicant records.

Systems exempted from certain provisions of the act:

None

Records of applicants who matriculate to the school will be converted to student records and maintained permanently. Records of applicants who do not matriculate will be retained for five years and then destroyed by burning. Portions of the record may be retained on magnetic tape for longer periods.

System manager(s) and address:

The USUHS officer who will be responsible for the Applicant Record System is the Assistant Dean for Academic Support (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20014).

Notification procedure:

Inquiries regarding the system should be directed to the Assistant Dean for Academic Support, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-2125.

Record access procedures:

Request for access for an individual's file should be made by either writing or calling the Assistant Dean for Academic Support.

For written requests the information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

[FR Doc. 78-25819 Filed 9-19-78; 8:45 am]

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BOOK 2 OF 2 BOOKS
WEDNESDAY, SEPTEMBER 20, 1978
PART III

DEPARTMENT OF THE TREASURY

Office of the Secretary

■

PRIVACY ACT OF 1974

Annual Publication

[4810-40]

DEPARTMENT OF THE TREASURY

Office of the Secretary

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

Pursuant to 5 U.S.C. 552a(e)(4), the Department of the Treasury republishes notices of the systems of records maintained by the Department. All of the systems have been previously published and adopted. There are no changes requiring public comment. Numerous minor changes have been made, consisting principally of address changes, revision of organizational titles, and corrections of grammatical or typographical errors.

Dated: September 1, 1978.

The Department has deleted 51 previously published systems of records.

William J. Beckham, Jr.,
Assistant Secretary (Administration).

The following 51 systems are deleted for the reasons shown.

Definitions:

"Consolidated"—Systems covering the same categories of individuals and records have been grouped together and identified as one system. The consolidation has no effect on the Department's ability to comply with the provisions of the Act.

"Destroyed (month and year)"—The records were destroyed during the month and year indicated.

"Duplicate of (system number)"—The system is a duplicate of or is included in, other systems cited.

"Entrepreneurial system"—Information maintained is about individuals operating in a business capacity as opposed to a personal capacity.

"Not Privacy Act system"—Information is not retrieved by name or other personal identifier.

"OBSOLETE"—No longer maintained in accordance with established retention and disposition schedules.

DELETIONS

OFFICE OF THE SECRETARY (OS)

ENTREPRENEURIAL SYSTEM
OS 035—Office of Debt Correspondence File

NOT A PRIVACY ACT SYSTEM
OS 150—Freedom of Information Requests for Office of the Secretary and Other Department Records

SYSTEM NEVER ACTIVATED
OS 242—General Correspondence

NOT A PRIVACY ACT SYSTEM
OS 245—Public Correspondence

ENTREPRENEURIAL SYSTEM
OS 246—Treasury Foreign Currency (TFC) Reporters
OS 247—Treasury Foreign Exchange (TFEX) Reporters

U.S. CUSTOMS SERVICE (CS)

CONSOLIDATION
CS 198—Private Yacht Inspection Reporting System (SEE CS 197)
CS 213—Search, Arrest and Seizure Reporting System (SEE CS 244)
CS 229—Theft Information System (TIS) (SEE CS 244)
CS 255—Vessel Violation Profile System (SEE CS 244)

BUREAU OF ENGRAVING AND PRINTING (BEP)

DUPLICATE
BEP 007—Departmental Integrated Personnel Services System (DIPS) (SEE OS 002)

BUREAU OF THE MINT (MINT)
MINT 008—Employee Payroll Personnel and Time and Attendance (SEE OS 002)

INTERNAL REVENUE SERVICE (IRS)

CONSOLIDATION
IRS 10.003—Intelligence Clips, Public Affairs (SEE IRS 10.004)
IRS 10.005—Tax Case Files, Public Affairs (SEE IRS 10.004)

NOT A PRIVACY ACT SYSTEM
IRS 10.007—Public Speaking and Other Public Appearance
IRS 22.002—Airway Use Tax Registrant Data

CONSOLIDATION
IRS 22.024—Form 1042 Index Register (SEE IRS 22.026)
IRS 22.025—Form 1042 Name Directory (SEE IRS 22.026)
IRS 22.031—Individual Master File Change and Adjustment (SEE IRS 22.034)
IRS 22.033—Individual Master File (IMF) 608 and 388 Micro Files (SEE IRS 22.032)
IRS 22.037—IRS Employee Delinquency Notice List (SEE IRS 36.003, VARIOUS OTHER SYSTEMS, TABLE OF CONTENTS)
IRS 22.039—Miscellaneous Forms File (SEE IRS 22.034)
IRS 22.040—Multiple Refund File (VARIOUS OTHER SYSTEMS, SEE TABLE OF CONTENTS)
IRS 22.042—Penalty Case Files (VARIOUS OTHER SYSTEMS, SEE TABLE OF CONTENTS)
IRS 22.047—Residual Master File Change and Adjustment Document (SEE IRS 22.034)
IRS 22.048—Residual Master File (RMF) Microfilm Retention Register (SEE IRS 22.032)
IRS 22.049—Residual Master File Transaction, 608 and 388 Micro Film (SEE IRS 22.032)
IRS 22.050—Residual Returns Files (SEE IRS 22.034)
IRS 22.051—Return of Initial Excise Taxes on Private Foundations (SEE IRS 22.034)

NOT A PRIVACY ACT SYSTEM
IRS 22.052—Social Security Administrative Daily Search File

CONSOLIDATION
IRS 22.053—Statistics of Income Individual Selection Sheet (SEE IRS 22.034; IRS 24.030; OTHER VARIOUS SYSTEMS, SEE TABLE OF CONTENTS)
IRS 26.002—Adjustment and Payment Tracer Files (SEE IRS 26.019)
IRS 26.003—Collateral Files (SEE IRS 26.019)

NOT A PRIVACY ACT SYSTEM
IRS 26.015—Records Maintained at Request of Congressional Committees (This system has been discontinued and normal disposition schedules have been resumed for records formerly retained by this system).

CONSOLIDATION
IRS 26.017—Seized Property Records (SEE IRS 26.019)
IRS 26.018—Tax Collection Waiver Form 900 Files (SEE IRS 26.019)
IRS 30.002—Employee Administrative Files (SEE IRS 48.007)
IRS 34.004—Executive Resources Information System (SEE IRS 36.003)
IRS 34.008—St. Louis District 2 and Other Economic Stabilization Prog. Case (SEE IRS 48.007)

OBSOLETE
IRS 42.019—Runaway Parents List

CONSOLIDATION
IRS 46.001—Alphabetical Name File and Index, Intelligence Division (SEE IRS 46.002, IRS 46.003, IRS 46.009 and IRS 46.013)
IRS 46.010—Joint Compliance Program, Intelligence Division (SEE IRS 46.013)
IRS 46.014—Project Personnel, Intelligence Division (SEE IRS 46.002)

OBSOLETE
IRS 46.017—Special Agent Skills Inventory, Intelligence Division
IRS 46.018—Strike Force Disclosure Authorization List, Intelligence Division
IRS 46.019—Tax Practitioner Files, Intelligence Division
IRS 46.020—Tax Termination File, Intelligence Division
IRS 46.021—Training Records, Intelligence Division

CONSOLIDATION
IRS 49.005 Index Card Retrieval System (See IRS 49.002)
IRS 49.006—Manual Accounting Index of Uncollectible Accounts
IRS 90.008—Chief Counsel Refund Litigation Division Case File

ADDITION

A new system, CC 221, was added after publication of the 1977 Notice of Systems of Records (42 FR 45518, September 9, 1977) for the Comptroller of the Currency (SEE TABLE OF CONTENTS).

OFFICE OF THE SECRETARY (OS)

OS 002—Treasury Payroll/Personnel Information System (formerly Fiscal Personnel System) (This description of the systems of records was erroneously published in the 1977 Notice of Systems of Records)

The following systems descriptions numbers have been redesignated. See Table of Contents.

INTERNAL REVENUE SERVICE (IRS)

IRS 24.004—See IRS 34.017
IRS 24.028—See IRS 34.018
IRS 26.023—See IRS 48.008
IRS 30.001—See IRS 21.001
IRS 34.001—See IRS 48.007

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OS 011—Office of Domestic Finance, General Correspondence
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OS 033—OASIA Invitation Lists
OS 090—EOTA FOI Request/Appeals Files
OS 101—International Criminal Police Organizations (INTERPOL) Criminal Investigative Records
OS 102—Treasury Enforcement Communications System (TECS)
OS 111—FAC 1950 Census of Blocked Chinese Assets
OS 112—FAC 1970 Census of Blocked Chinese Assets
OS 113—FAC 1964 Census of Blocked Cuban Assets
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OS 115—Foreign Assets Control Enforcement Records
OS 116—Foreign Assets Control Litigation Files
OS 117—Foreign Assets Control Mailing List
OS 118—Foreign Assets Control Licensing Records
OS 121—ORS Auditors' Address File
OS 124—ORS Governors' Address File
OS 125—ORS Governors and Governors Authorized Representatives List
OS 126—Office of Revenue Sharing, Intergovernmental Relations Division Mailing List
OS 130—ORS Senate, House and Governors' Address File
OS 131—ORS State Attorneys General Records
OS 144—Civil Litigation Records
OS 145—Claimants, Disbursing
OS 149—Foreign Assets Control Legal Files
OS 151—Gifts to the United States
OS 154—Private Relief Bill System
OS 156—Tax Court Judge Applicants
OS 160—Abandoned Enrollment Applications
OS 161—Applicant Appeal Files
OS 162—Closed Files Containing Derogatory Information About Individuals' Practice Before the Internal Revenue Service and Files of Attorneys and Certified Public Accounts Formerly Enrolled to Practice
OS 163—Derogatory Information (No Action)
OS 164—Present Suspensions and Disbarments Resulting from Administrative Proceedings
OS 165—General Correspondence File
OS 166—Inventory
OS 167—Register of Docketed Cases and Applicant Appeals
OS 168—Resigned Enrolled Agents (Action pursuant to 31 CFR, Section 10.55(b))
OS 169—Roster of Former Enrollees
OS 170—Present Suspensions from Practice Before the Internal Revenue Service
OS 183—Private Relief Tax Bill Files—Office of the Assistant Secretary for Tax Policy

BUREAU OF GOVERNMENT FINANCIAL OPERATIONS
GFO 001—Administrative Records
GFO 002—Check Issue Records for Regular Recurring Benefit Payments
GFO 003—Claims & Inquiry Records on Treasury Checks
GFO 004—Freedom of Information Requests
GFO 005—GFO Personnel Records
GFO 006—Identification Files on Individual Cash
GFO 007—Payroll & Pay Administration
GFO 008—Personnel Security Records
GFO 009—Postal Savings Deposits
GFO 010—Records of Accountable Officers' Authority
GFO 011—Individual Retirement Cards
GFO 012—Precomplaint Counseling and Complaint Activities

BUREAU OF ALCOHOL, TOBACCO, AND FIREARMS
ATF 001—Administration Record System
ATF 002—Correspondence Record System
ATF 003—Criminal Investigation Report System
ATF 004—Fiscal Record System Treasury
ATF 005—Freedom of Information Requests
ATF 006—Internal Security Record System
ATF 007—Personnel Record System
ATF 008—Regulatory Enforcement Record System
ATF 009—Technical and Scientific Services Record

CUSTOMS SERVICE
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CS 003—Accident Reports
CS 004—Accident and Injury Report File
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CS 006—Accounts Receivable
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CS 027—Badge Number File
CS 028—Baggage Declaration
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CS 040—Carrier File
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CS 046—Claims Case File
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CS 051—Complaints Against Customs Personnel
CS 053—Confidential Source Identification File
CS 054—Confidential Statements, Employment/Financial Interests
CS 055—Congressional and Employment Correspondence
CS 056—Congressional and Public Correspondence File
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CS 071—Customhouse Brokers Records
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CS 078—Disclosure of Information File
CS 080—Disclosure of Information Request Files
CS 081—Dock Passes

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CS 085—E.E.O. Complaint File
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CS 090—Equipment Record File
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CS 160—Operations Officer's Work Accomplishments
CS 161—Optional Retirement List
CS 162—Organization Management System (COAPMS)
CS 163—Outside Employment Requests
CS 164—Overtime Earnings
CS 165—Overtime Earnings
CS 166—Overtime Earnings Daily Log Book
CS 167—Overtime Earnings Record—Warehouse Officers
CS 169—Overtime Log
CS 170—Overtime Reports
CS 171—Parking Permit File
CS 172—Parking Permits File (N.Y. Region)
CS 175—Patrol Division Daily Activity Report
CS 176—Patrol Information Data System
CS 177—Patrol Officer Activity Listing
CS 178—Payroll Administration/Problems
CS 180—Payroll Record of Empl not Covered by Aut. System
CS 182—Penalty Case File
CS 183—Personal Search (Negative)
CS 184—Personal Search N.Y. District (Negative Results)
CS 185—Personal Search—Negative (District Director)
CS 186—Personal Search—Negative (District Patrol)
CS 187—Personal Search File
CS 188—Personal Search Report
CS 189—Personnel Action Records System
CS 190—Personnel Case File
CS 191—Personnel Case File
CS 192—Personnel Case Files (Region VIII)
CS 193—Operating Personnel Folder Files
CS 194—Personnel/Payroll System
CS 196—Preclearance Costs
CS 197—Private Aircraft/Vessel Inspection Reporting System
CS 199—Property Assigned to Employee
CS 200—Property File
CS 201—Property File—Non-Expendable
CS 203—Receipt For Property Assigned
CS 204—Receipt For Property Assignment
CS 205—Reclassification Requests
CS 206—Regulatory Audits of Customhouse Brokers
CS 207—Reimbursable Assignment System
CS 208—Restoration of Forfeited Annual Leave
CS 209—Resumes of Professional Artists
CS 210—Revocation of I. D. Privileges
CS 211—Sanction List
CS 212—Search/Arrest/Seizure Report
CS 214—Seizure File
CS 215—Seizure Report File
CS 217—Set Off Files
CS 219—Skills Inventory Records
CS 220—Supervisory Notes and SF-7B Files
CS 221—Suspect File
CS 223—Suspect File
CS 224—Suspect Persons Index
CS 226—Television System
CS 227—Temporary Importation Under Bond (TIB) Defaulter System
CS 228—Temporary Importation Violation Record
CS 231—Tort Claims Act File
CS 232—Tort Claims Act File
CS 233—Tort Claims Act File
CS 234—Tort Claims Act File
CS 236—Tort Claim Record System
CS 238—Training and Career Individual Development Plans
CS 239—Training Records
CS 240—Travel Advances
CS 241—Travel Advances
CS 242—Travel Advance File
CS 243—Travel Payment System
CS 244—Treasury Enforcement Communications System
CS 245—Treasury Enforcement Communications System-Card File
CS 247—Uniform Allowance
CS 248—Uniform Allowance
CS 249—Uniform Allowance—Unit Record
CS 251—Unscheduled Overtime Report
CS 252—Valuables Shipped Under Gov't Losses in Shipment Act
CS 253—Vehicle Microfiche Files
CS 254—Vessel Identification Report
CS 257—Violators Card File
CS 258—Violators Case Files
CS 260—Warehouse Proprietor Files
CS 262—Warnings to Importers in Lieu of Penalty
CS 266—Collection File
CS 267—Federal Tort Claims Act File
CS 268—Military Personnel and Civilian Employees' Claims
CS 269—Accounts Payable Voucher File
CS 270—Background-Record File on Non-Customs Employees
CS 273—Employee Debts
CS 274—Importers, Brokers, Carriers, Individuals and Sureties
CS 271—Cargo Security Record System
CS 272—Currency Declaration File (IRS Form 4790)
CS 276—Equal Opportunity Informal Discrimination Complaints
CS 079—Disclosure of Information File

BUREAU OF ENGRAVING AND PRINTING

BEP 002—Civilian Employee Claim File
BEP 005—Compensation Claims
BEP 003—Continuation of Pay Record
BEP 004—Counseling Records
BEP 006—Debt Files (Employees)

BEP 008—Emergency Contact Record
BEP 009—Employee Arrest Record
BEP 012—Employee Index File
BEP 013—Employee Locator Record
BEP 014—Employees Daily Production Record
BEP 016—Employee Suggestions
BEP 040—Freedom of Information Requests
BEP 018—Guard Uniform Control Account
BEP 019—Identification Files
BEP 020—Industrial Truck Licensing Records
BEP 021—Investigative Files
BEP 022—Monthly Equal Employment Opportunity Activity Report
BEP 023—Motor Vehicle Licensing Records
BEP 024—Payroll Records
BEP 025—Payroll Statistical Data
BEP 027—Personnel Movement Control Record
BEP 028—Personnel Progress and Achievement Record
BEP 029—Petitions of Elections
BEP 030—Project Rest, Minority Statistics
BEP 041—Record of Discrimination Complaints
BEP 031—Reemployment Information Record
BEP 032—Retention Register
BEP 033—Roster of EEP Employees
BEP 034—Time & Attendance Record
BEP 035—Tort Claims Against the US
BEP 036—Union Dues Allotments
BEP 037—Union Index
BEP 038—Unscheduled Absence Record
BEP 039—Work Performance Records
BEP 042—Informal EEO Complaint Processing Records
BEP 043—Parking Program Records
BEP 044—Personnel Security Files and Indices

Bureau of the Mint

Mint 001—Application & Info Great Plaza Parking
Mint 002—Applicants for Assay Commission
Mint 003—Cash Receivable Accounting Information
Mint 004—Confidential Statements of Financial Interest
Mint 005—Current Employ Security Identification
Mint 006—Employee & Former Employee Trave & Training
Mint 007—Employee Former & Visitors Occupational
Mint 009—Employee Supervisor Performance Evaluation
Mint 010—Examination Reports of Coins Forwarded to
Mint 011—General Correspondence
Mint 012—Investigatory Files on Theft of Mint Pro
Mint 013—Numismatic Coin Operations System
Mint 014—Purchases, Sales, Exchange and Assays of Precious Metal
Mint 015—Redemption of Uncurrent or Mutilated Coin
Mint 016—Grievance Union/Agency Negotiated
Mint 017—EEO Complaint Counseling Records

Bureau of the Public Debt

BPD 001—Personnel and Administrative Records
BPD 002—United States Savings Type Securities
BPD 003—US Securities (Other than Savings Type)

Federal Law Enforcement Training Center

FLETC 001—FLETC Payroll System
FLETC 002—Trainee & Instructor Records
FLETC 003—FLETC Confidential Financial Records

Internal Revenue Service

IRS 10.001—Biographical Files, Public Affairs
IRS 10.004—Subject Files, Public Affairs
IRS 21.001—Tax Administrative Advisors Resources File
IRS 22.003—Annual Listing of Undelivered Checks
IRS 22.005—Audit Underreporter Case File
IRS 22.011—File Erroneous Refunds
IRS 22.012—Collection Case File
IRS 22.026—Form 1042S Index by Name of Recipient
IRS 22.027—Forms Filed by U.S. Citizens/Residents Re Foreign.
IRS 22.032—Individual Microfilm Retention Register
IRS 22.034—Individual Returns Files, Adjustments and Miscellaneous Document File
IRS 22.036—Interest Equalization Tax Forms File
IRS 22.043—Potential Refund Litigation Case Files
IRS 22.044—P.O.W.-M.I.A. Reference File
IRS 22.054—Subsidiary Accounting Files
IRS 22.058—Tentative Carryback Allowance File
IRS 22.059—Unidentified Remittance File
IRS 22.060—Unit Ledger Cards
IRS 22.061—Wage and Information Returns Processing (IRP) File
IRS 24.013—Combined Account Number File
IRS 24.014—Discriminant Function File (DIF)
IRS 24.017—Employee Inquiry Look-Up for TDA Inquiry
IRS 24.029—Individual Account Number File (IANF)
IRS 24.030—Individual Master File (IMF)
IRS 24.046—Residual Master File (RMF)
IRS 24.057—Taxpayer Delinquent Investigation Notice File
IRS 26.001—Acquired Property Record
IRS 26.005—File of Persons Making Threats of Force/Assaults
IRS 26.006—Form 2209 Courtesy Investigations
IRS 26.007—Form 2990—Miscellaneous Investigations
IRS 26.008—IRS and Treasury Employee Delinquency
IRS 26.009—Lien Files (Open and Closed)
IRS 26.010—Prospective Bidders at Sales of Seized Property
IRS 26.011—Litigation Case Files
IRS 26.012—Offer in Compromise (OIC) File
IRS 26.013—One Hundred Percent Penalty Cases
IRS 26.014—Record 21, Seizure and Sale of Real Property
IRS 26.016—Returns Compliance Program (RCP)
IRS 26.019—TDA (Taxpayer Delinquent Accounts)
IRS 26.020—TDI (Taxpayer Delinquency Investigations)
IRS 26.021—Transferee Files
IRS 26.022—Delinquency Prevention Programs, Acts:C
IRS 30.003—Requests for Printed Tax Materials Incl. Lists
IRS 30.004—Security Violations
IRS 30.005—Accident Investigation Files System
IRS 32.001—Travel Expense Record
IRS 32.002—Payroll/Personnel System
IRS 32.003—Schedules of Collections and Canceled Checks
IRS 32.004—Scholarship Program Cost Record, Administration
IRS 34.003—Employee Accountability for Personal Property
IRS 34.005—Parking Space Application and Assignment
IRS 34.006—Property Pass for Government Property
IRS 34.007—Record of Gov. Books of Transportation Requests
IRS 34.009—Accident Reporting Files System
IRS 34.010—Damage and Injury Claims Files System
IRS 34.011—Driver Licensing Files System
IRS 34.012—Emergency Preparedness Cadre Assign/Alert Rosters
IRS 34.013—Identification Media Files System for Employees
IRS 34.014—Motor Vehicle Regis. and Entry Pass File
IRS 34.015—Personnel ID Files System for Service Centers
IRS 34.016—Security Clearance Files System
IRS 34.017—Audit Trail File
IRS 34.018—Employee Security Profile System
IRS 36.001—Appeals, Grievances & Complaints Records
IRS 36.002—Employee Activity Records
IRS 36.003—General Personnel Records
IRS 36.008—Recruiting, Examining and Placement Records
IRS 36.005—Medical Records
IRS 36.009—Retirement Life Ins. and Health Benefits
IRS 38.001—General Training Records
IRS 42.001—Examination Administrative File
IRS 42.006—Expropriation of Property by Cuban Gov.
IRS 42.008—Audit Infor. Management System (AIMS)
IRS 42.009—Strike Force
IRS 42.012—Tax Shelter Program Files
IRS 42.013—Project Files for the Uniform Application of Laws
IRS 42.014—IRS Employees Returns Control, Files
IRS 42.015—Open and Closed Narcotics Traffickers File
IRS 42.016—Classification & Examination Selection Files
IRS 42.017—International Enforcement Program Files
IRS 42.020—Highway Use Tax Examination Program
IRS 42.021—Compliance Programs and Projects Files
IRS 42.023—Request & Submittal Tech. Advice. Asst., Determination
IRS 42.024—Coordinated Examinations of Large Cases Program
IRS 42.025—Appraisal and Valuation Files
IRS 42.027—Data on Foreign Corporations
IRS 42.028—Identity of Taxpayers Using ADP Accounting Records.
IRS 44.001—Appellate Case Files
IRS 44.002—Appellate Conferee Inventory & Unit Time Report
IRS 44.003—Appellate Div. Case Data
IRS 46.002—Case Management and Time Reporting System, Criminal Investigation
IRS 46.003—Confidential Informants, Criminal Investigation
IRS 46.004—Controlled Accts.—Open & Closed, Criminal Investigation Division

IRS 46.005—Electronic Surveillance File, Criminal Investigation Division
IRS 46.007—Information Indexing System, Criminal Investigation Division
IRS 46.008—Treas./IRS Criminal Investigation Div. Infor. & Corresp. Files
IRS 46.009—Information Items, Criminal Investigation Division
IRS 46.011—Land Trust Files, Criminal Investigation Division
IRS 46.013—Project Files, Criminal Investigation Division
IRS 46.015—Relocated Witness, Criminal Investigation Division
IRS 46.016—Secret Service Details, Criminal Investigation Division
IRS 46.022—Treasury Enforcement Communications Sys: (TECS)
IRS 48.001—Disclosure to Records
IRS 48.007—Economic Stabilization Program Closed Files
IRS 48.008—Defunct Special Service Staff File
IRS 49.001—Collateral and Information Requests Sys.
IRS 49.002—Collateral Files, Competent Authority and Index Card Retrieval System
IRS 49.003—Financial Statement File
IRS 49.007—Overseas Compliance Projects System
IRS 49.008—Taxpayer Service Correspondence System
IRS—50.001—Employee Plans/Exempt Organizations Assignment Record
IRS 50.002—Employee Plan Determination Letter Records
IRS 50.003—Reports of Significant Matters in EP/EO (M-5945)
IRS 60.001—Assault and Threat Investigation Files, Inspection
IRS 60.002—Bribery Investigation Files, Inspection
IRS 60.003—Conduct Investigation Files Inspection
IRS 60.004—Disclosure Investigation Files, Inspection
IRS 60.005—Enrollee Applicant Investigation Files, Inspection
IRS 60.006—Enrollee Charge Investigation Files, Inspection
IRS 60.007—Miscellaneous Infor. File Inspection
IRS 60.008—Security, Background and Character Investigation
IRS 60.009—Special Inquiry, (Complaint) Investigation Files
IRS 60.010—Tort Investigation Files, Inspection
IRS 70.001—Individual Income Tax Returns, Statistics of Income
IRS 80.001—Artist File, Assistant Commissioner (Technical)
IRS 80.002—Expert Witness and Fee Appraiser Files
IRS 80.003—Correspondence Control and Records (Technical)
IRS 80.004—Reference Index Digest Cards (Technical)
IRS 80.005—Reports of Significant Matters (Form M-5945), (Tech)
IRS 90.001—Chief Counsel Criminal Tax Case Files
IRS 90.002—Chief Counsel Disclosure Litigation Div. Case Files
IRS 90.003—Chief Counsel General Admin. Systems
IRS 90.004—Chief Counsel General Legal Services Case Files
IRS 90.005—Chief Counsel General Litigation Case Files
IRS 90.006—Chief Counsel Interpretative Division Case Files
IRS 90.007—Chief Counsel Leg. & Regs. Div. Corresp. & Private Bill
IRS 90.009—Chief Counsel Tax Litigation Case Files
IRS 90.010—Digest Room Files Containing Briefs & Digests of Docs.
IRS 90.011—Employee Recruiting Files, Admin. Ser. Div.
IRS 90.012—Internal Control Records for Chief Counsel Legal Files
IRS 90.013—Legal Case Files of the Chief Counsel
IRS 90.014—Management Files other than CSC OPF
IRS 90.015—Reference Records of the Library, Chief Counsel
IRS 90.016—Reports and Infor. Retrieval Activity, Chief Counsel
IRS 00.002—Corresp. Files and Corresp. Control Files
IRS 42.018—Married Taxpayers Filing Separately and Multiple Files

Secret Service

USSS 001—Administrative Operations Information System
USSS 002—Treasury/USSS Criminal Investigation
USSS 003—Treas USSS Financial Mgt Information System
USSS 004—Freedom of Information Request System
USSS 005—Treasury USSS Legal Counsel Record System
USSS 006—Non-Criminal Investigation Information System
USSS 007—Protection Information System
USSS 008—Public Affairs Record System
USSS 009—Training Information System

Comptroller of the Currency

CC 004—Consumer Complaint Letter File
CC 010—FBI Report Card Index
CC 012—Freedom of Information Log
CC 013—Information File on Individuals and Commercial Entities Known or Suspected of Being Involved in Fraudulent Activities
CC 014—Investigation Files/Employee Reference File
CC 044—Consumer Complaint Index
CC 090—Bank Organizers and Proposed Officer File
CC 104—Consumer Complaint Index
CC 115—Consumer Complaint Index
CC 139—Financial and Biographical Reports of Organizers of New National Banks
CC 142—Public Files
CC 149—Consumer Complaint Index
CC 166—Consumer Complaint Index
CC 208—Consumer Complaint Index
CC 221—Professional Qualification Records for Municipal Securities Principles and Municipal Securities Representatives
CC 300—Administrative Personnel System
CC 310—Fiscal Personnel System
CC 320—General Personnel System

U.S. Savings Bond Division

USSBD 001—Savings Bonds Employee Records System
USSBD 002—SB Sales Promotion/Volunteer Record System
USSBD 003—Savings Bond Sales Record System

Systems Covered By This Notice

This notice covers all systems of records adopted up to the date of this publication (September 20, 1978).

Treasury/OS 001

System name: Administrative Personnel System.

System location: Main Treasury Building, Washington, DC 20220. Components of this record system are located at several buildings within the District of Columbia.

Categories of individuals covered by the system: Employees, contractors, consultants. This system includes all individuals who at any time were retained for a position with the Office of the Secretary as an employee, consultant or contractor.

Categories of records in the system: Employment related administrative records. This system contains in house control type information about employees and certain contracters and consultants. The type of records found within this system are: list of individuals who are issued driver licenses, building passes, credit or identification cards, parking permits, accountable property and travel documents; lists of individuals who perform specialized duties (building wardens, relocation teams, safety officers, and civil defense officers); lists of consultants or contractors that have or are providing services, reports about individuals who are involved in accidents while associated with the Office of the Secretary.

Authority for maintenance of the system: 5 U.S.C. 301, 5 U.S.C. 5701-5809 and the Civil Service Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record in this system may be disclosed a federal agency, in response to its request in connection with the letting of a contract, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders, magnetic tape, punch cards, microfilm lists and forms.

Retrievability: Records and retrieved primarily by name (filed alphabetically by category of records); secondary identifiers are used to assure accuracy (date of birth, social security number or employee identification number).

Safeguards: Records are stored in lockable cabinets or secure rooms; access is limited to officials who have a need for the information; employees are trained to make only authorized disclosures.

Retention and disposal: Personnel type records are retained for 30 days after termination. All other records are retained and destroyed in accordance with published disposition and retention schedules.

System manager(s) and address: Assistant Secretary (Administration), Room 3424, Main Treasury Building, Washington, DC 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: The information in these records was provided by or verified by the subject of the record, employers, co-workers.

Treasury/OS 002

System name: Treasury Payroll/Personnel Information System—Treasury/OS.

System location: Main Treasury Building, Washington, DC 20220; Internal Revenue Service Data Center, Room 1100, Detroit, Michigan 48232; and U.S. Old Mint Data Center Division, 88 5th Street, San Francisco, California 94103.

Categories of individuals covered by the system: Personnel and payroll data on all Treasury Department employees.

Categories of records in the system: Year-to-date and historical data on all Treasury Department employees.

Authority for maintenance of the system: The Civil Service Personnel Manual, 50 U.S.C. App 1705-1707, 31 U.S.C. and departmental circulars 145 and 830. The Department of the Treasury, Fiscal Requirements Manual, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Treasury Payroll/Personnel Information System is used to furnish payroll and personnel data, information and statistics to the Civil Service Commission and other requesting agencies. It is also used to generate the necessary payroll information, deductions and allotments to pay the employees on a biweekly basis and to furnish the necessary payroll information to concerned agencies required by law. The basic payroll and personnel master file provides input to management information systems, as well as related accounting and budget systems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders, magnetic tape and reports. Disbursement records are stored at the Federal Records Center.

Retrievability: Records are retrieved primarily by name (filed alphabetically), secondary identifier are used to assure accuracy (date of birth, social security number, or employee identification number).

Retention and disposal: The Treasury Payroll/Personnel Information System master file is kept on disc and mag tape.. Information concerning the employee is retrievable through the use of the individual's name and/or social security number. Information is reduced to hard copy in the form of reports and payroll information and documentation. Information is retained in automated form as long as the employee is active on the System. Reports are distributed to users and the master file is purged of inactive records on a yearly basis.

System manager(s) and address: Assistant Secretary (Administration), Room 3424, Main Treasury Building, Washington, DC 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought, and (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Departmental Disclosure Officer, Room 1314, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: The information contained in these records were provided by or verified by the subject of the record, employers and co-workers.

Treasury/OS 003

System name: General Personnel System.

System location: Main Treasury Building, Washington, D.C. 20220. Components of this record system are located at several buildings within the District of Columbia.

Categories of individuals covered by the system: Employees, contractors, consultants. This record system includes all individuals who at any time applied for or were retained in a position with the Office of the Secretary as an employee, contractor or consultant.

Categories of records in the system: (1) Employment related biographical and performance material. This category of records is typically identified as personnel type records and contains data about employees (including applicants). (2) Certain consultants and contractors The type of records found within this category include: work evaluations; educational, employment, medical and military histories; locator and emergency contact information; dependent and beneficiary information; physical and qualification descriptions; financial interest statements; personal and family assets, liabilities and other interests in business enterprises (Background investigations are listed in the Personnel Security Records System).

Authority for maintenance of the system: 5 USC 301, 18 USC 201-209; E.O. 11222; 5 CFR Chapter 1, Part 735; Treasury Personnel Manual Chapter 713; E.O. 11315; Federal Personnel Manual, Chapter 713, subchapter 3A; Part 713.203(k) CSC 1Rules and Regulations; Federal Personnel Manual Letter 713-25; CSC EPM Letter 713-18; 5 USC 302; Treasury Department Order 218, as amended; Treasury Personnel Manual Chapter 430, 8, D(1); 31 CFR Part 7; Federal Personnel Manual Chapter 295; Telecommunications Circular No. 21 of June 13, 1975; Secretary memo of October 21, 1975; Federal Personnel Manual Chapter 335; Federal Personnel Manual Chapter 410, subchapter 3, section 31 para. (b), section 5.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record in this system may be disclosed as a routine use to (1) the Civil Service Commission (CSC) for the purpose of complying with regulations issued by the CSC; (2) the Veterans Administration for the purposes of determining veterans preference and pension benefits; (3) the Equal Employment Opportunity Commission for the purpose of providing minority information and case reports; (4) respond to requests from labor organizations for names of employees and identifying information; (5) the Department of Labor for the purpose of reporting health and safety matters; (6) the General Services Administration for the purpose of complying with regulations issued by GSA (see Appendix AA for additional routine uses).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders, magnetic tape, punch cards, micro-film lists and forms.

Retrievability: Records are retrieved primarily by name (filed alphabetically by category of records). Secondary identifiers are used to assure accuracy (date of birth, social security number or employee identification number).

Safeguards: Records are stored in lockable cabinets, three position combination safes or secure rooms; access is limited to officials who have a need for the information; employees are trained to make only authorized disclosures.

Retention and disposal: Personnel type records are retained for various periods of time. Most files are retained for no longer than three years after termination of employment and then destroyed, by either burning or tape erasure, or transferred to the Federal Records Center, Alexandria, Virginia; or to St. Louis. In one instance the record is returned after a year to the applicant. (Spanish Speaking Informal Application File)

System manager(s) and address: Assistant Secretary (Administration), Room 3424, Main Treasury Building, Washington, D.C.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of record sought; (3) Provide at least two secondary identifications (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Departmental Disclosure Officer, Room 1314, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: The information contained in these records was provided or verified by the subject of the record, employers, co-workers, friends, neighbors and associates listed as references, financial and educational institutions.

Treasury/OS 004

System name: Personnel Security System.

System location: Main Treasury Building, Washington, DC 20220.

Categories of individuals covered by the system: Government employees (current or former) or applicants occupying or applying for sensitive positions in the Department of the Treasury.

Categories of records in the system: Full field or limited background investigations and FBI name checks; investigative information related to personnel investigations conducted by the Department of the Treasury and other Federal agencies and departments for the purpose of granting security clearances and making suitability determinations; TD Form 4027 (Notice of Security Clearance) reflecting identification data on incumbent and record type of E.O. 10450 investigation and degree and date of clearance.

Authority for maintenance of the system: Executive Order 10450, sections 2 and 3.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Such information is made available to the appropriate employing officials who have a need to know, in order to make final determinations on hiring, continued employment or access to classified material. Files are also made available to official investigative or security personnel from other U.S. Government agencies, upon request, when the employee or former employee is being considered for employment by another agency for a sensitive position.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders and index cards.

Retrievability: Records are retrieved by name.

Safeguards: Records are stored in locked metal containers, and in locked rooms. Records are limited to officials who have a need to know in the performance of their duties and who have been cleared by a full-field background investigation and have been granted appropriate security clearances.

Retention and disposal: Active files are retained during encumbent employee tenure and subject to update investigation. Files of employees who affect intra-agency transfers (to Treasury Bureaus) are automatically transferred to those Bureaus. If an employee transfers to another government agency or leaves the government, the files are retained, separate from the active files, for five years, except for background investigations completed by the CSC which are returned to that agency or returned to the Federal Records Center one year after the employee leaves Treasury. Cards are maintained indefinitely after being retired.

System manager(s) and address: Assistant Secretary (Administration), Room 3424, Main Treasury Building, Washington, DC 20220.

Systems exempted from certain provisions of the act: Exempt under 5 U.S.C. 552a Subsection (K) and 31 CFR 1.36.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a written, signed request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; and (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Departmental Disclosure Officer, Room 1314, 1500 Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: The information contained in these records were provided by or verified by the subject of the record, employers and co-workers, neighbors, acquaintances, educational records and police and credit checks.

Treasury/OS 00.010

System name: Office of Domestic Finance, Actuarial Valuation System—Treasury/OS.

System location: Office of the Secretary of the Treasury, Office of Government Financing, Office of the Government Actuary, 15th and Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Participants and beneficiaries of the following pension plans: District of Columbia: Teachers, Policemen, Firemen, Judges. U.S. Tax Court Judges, U.S. Foreign Service officers and staff personnel, U.S.I.A. officers and staff personnel, and Agency for International Development officers and staff personnel.

Categories of records in the system: Information in the system is as follows: Active Records: name; social security number; salary; category-grade; year of entry into system; service computation date; year of birth; year of resignation or year of death, & refund if any; indication of LWOP status (if any); Retired Records: same as actives; annuity; year of separation; cause of separation (optional, disability, deferred, etc.); years and months of service by type of service; single or married; spouse's year of birth; principal's year of death; number and ages of children on annuity roll; year of termination of survivors.

Authority for maintenance of the system: Statutes require the Secretary of the Treasury to certify the valuation of pension funds as follows: D.C. Teachers, 60 Stat. 881; D.C. Judges, 78 Stat. 1061; U.S. Tax Court Judges 26 U.S.C. 7448; U.S. Foreign Service officers and staff, USIA officers and staff, AID officers and staff 22 USC 1101. In addition, the House District Committee formally requested certification of the pension funds for D.C. police and firemen.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Government Actuary performs mathematical computations to assess expected income and outlays of pension funds listed in the 00Category of Individual" section. For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Data are on punched cards and computer print-outs. Individuals are listed alphabetically. Records are stored in the Actuary's office in the locked and guarded Treasury Building. The records are retained on a year-to-year basis. When agencies whose pension funds are valued forward new records for valuation, older records are discarded.

System manager(s) and address: The Government Actuary, Office of the Secretary of the Treasury, 15th and Pennsylvania Ave., N.W., Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Data for actuarial valuation are provided by organizations responsible for pension funds listed under 00Category of Individual," namely the District of Columbia Government, the U.S. Tax court, the U.S. Foreign Service and the U.S. Information Agency.

Treasury/OS 00.011

System name: Office of Domestic Finance, General Correspondence—Treasury/OS.

System location: Records are stored in the Administrative Office, Domestic Finance Main Treasury, 15th and Pennsylvania Avenue, N.W., Washington, D.C. 20220. A card file with each writer's name, address and subject of inquiry is maintained as a quick reference in the Administrative Office, Office of Domestic Finance.

Categories of individuals covered by the system: General public, other executive agencies and the Congress.

Categories of records in the system: Control logs on letters from the general public, other executive agencies and the Congress regarding the national debt, the economy and monetary and fiscal policy, debt, management, market analysis and agency finance, capital markets policy, State and local finance, Government financing and revenue sharing.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Previous correspondence with the same writer is reviewed to enable us to provide complete, nonrepetitive replies to current inquiries. For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: A log of incoming letters is kept alphabetically by the individual's name and by profile numbers. The alphabetical control logs are stored for a short period of time, depending on whether they are policy letters or from private individuals, and are classified as general correspondence in which case they are discarded.

System manager(s) and address: Assistant Secretary for Domestic Finance, Main Treasury, 15th and Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing

the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Letters are from the general public, other executive agencies and the Congress. They come directly to the Treasury or are referred to the Treasury by the White House, Congressional offices, or other executive agencies.

Treasury/OS 00.032

System name: OASIA Correspondence Files—Treasury/OS.

System location: (1) Department of Treasury, 15th & Penn. Avenue, N.W., Washington, D.C. 20220. (2) Washington National Records Center, 4205 Suitland Road, Washington, D.C. 20409.

Categories of individuals covered by the system: (a) U.S. Foreign Service Officials (b) Officials of Municipalities and State Governments (c) Members of Congress and (d) the General Public.

Categories of records in the system: Incoming request for information concerning international financial, economic, and monetary matters, and reply to same by individuals in the Office of the Assistant Secretary for International Affairs, Department of the Treasury.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Routine Use. Routine correspondence file is maintained to provide record of response to initial inquiry in the event of future correspondence. (b) Category of Users. Officials of the Department to respond to queries. (c) Purpose. Respond to inquiries. (d) For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Carbon (file) copy attached to incoming letter maintained in File Folders. Identification of individuals maintained on alphabetical 3 x 5 card.

Retrievability: Retrieval controlled by card systems. Card, filed by name, shows folder identification in which correspondence is held.

Safeguards: Maintained in electronically secured area and vaults. Disclosure limited to official personnel of the Department.

Retention and disposal: Correspondence containing no substantive information of permanent value is culled for destruction 3 years after the close of the calendar year in which the records were created. Destruction accomplished by burning. Substantive correspondence retained indefinitely.

System manager(s) and address: Chief, Records Management Branch, Office of Administrative Programs, Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: See categories of individuals and related responses from Treasury officials.

Treasury/OS 00.033

System name: OASIA Invitation Lists—Treasury/OS.

System location: OASIA Secretariat, Department of Treasury, 15th and Pennsylvania Ave., N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Members of Congress and Congressional staff, present and former officials of the Executive Branch, The Supreme Court, U.S. executives and staff of the international institutions (IBRD, IMF, IDB) and observers from other international organizations, representatives of the business and financial community, and the Press, who are invited to the Secretary's reception during the annual meetings of the International Monetary Fund and International Bank for Reconstruction and Development.

Categories of records in the system: Name, title, name of government agency, international organization or business affiliation.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Routine Use. Files on previous receptions maintained and used as background for preparation of new lists for the Secretary's reception. (b) Category of Users. Staff of Secretariat. (c) Purpose. To prepare invitations and verify invitees at reception.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Lists maintained in 3 ring binders. Identification of individual maintained on alphabetical 3 x 5 card. Cards filed in card file boxes.

Retrievability: Retrieval controlled by card systems. Card, filed alphabetically by name, shows list identification.

Safeguards: None necessary.

Retention and disposal: 2 years after the end of each reception.

System manager(s) and address: Director, OASIA Secretariat, Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (name and official title).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: U.S. Government telephone directories. Card files and lists of previous receptions. U.S. Government Organizational Manual. Congressional directories. Lists of special guests, members of Delegations and staff supplied by the IMF-IBRD. Lists of members of the Press supplied by Public Affairs Office of the Treasury.

Treasury/OS 00.090

System name: EOTA FOI Request/Appeals Files—Treasury/OS.

System location: Office of the Assistant Secretary (Enforcement and Operations), Main Treasury Building, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals submitting original requests for information or appeals of initial denials to this office under the Freedom of Information Act.

Categories of records in the system: Copies of the requests or appeals under FOIA submitted by individual; other correspondence on the FOI matter; copies of disclosed material.

Authority for maintenance of the system: 5 USC 301, 5 USC 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Consult and advise other offices and bureaus of Treasury and of other Federal Departments and agencies; advise Members and committees of Congress. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy paper files.

Retrievability: Manual, by name and/or number assigned.

Safeguards: Locked file cabinet or safe-cabinet storage; access to personnel with need to know.

Retention and disposal: Retained indefinitely.

System manager(s) and address: Official prescribing policies and practices—Assistant Secretary (Enforcement and Operations) Officials maintaining the system—Assistant to the Director, Office of Enforcement and Director of Operations, Director of Tariff Affairs.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two

items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Individual making FOI request or appeal; offices, bureaus, agencies, departments and personnel of Federal Government who have relevant information or must be consulted for appropriate processing.

Treasury/OS 00.101

System name: International Criminal Police Organization (INTERPOL) Criminal Investigative Records—Treasury/OS

System location: Department of Justice, Room 6649, 9th and Pennsylvania Avenue, N.W., Washington, D.C. 20530.

Categories of individuals covered by the system: Individuals who have been convicted or are subjects of a criminal investigation with international aspects; specific missing persons; specific deceased persons in connection with death notices; certain weapons, motor vehicles, artifacts, etc., stolen and/or involved in crime which may or may not be associated with an individual. Certain victims of criminal violations in the U.S. or abroad.

Categories of records in the system: Information concerning an individual may be maintained in this system of records which includes but is not limited to records pertaining to fugitives, wanted persons, suspected persons, lookouts (temporary and permanent), specific missing persons, deceased persons in connection with death notices. Information about individuals includes but is not limited to name, alias, date of birth, address, physical description, various identification numbers, reason for the record or lookout, details and circumstances surrounding the actual or suspected violator.

Authority for maintenance of the system: 22 USC 263a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Use—Criminal investigations being conducted by law enforcement agencies in the U.S. or abroad. Users—Local, State and Federal Agents and employees of the U.S. National Central Bureau of INTERPOL who have a need for the records in the performance of their duties; law enforcement agencies and criminal justice agencies in the United States and abroad; INTERPOL General Secretariat and INTERPOL National Central Bureaus in member countries; disclosure required in administration of Freedom of Information Act (5 U.S.C. 552); referral to employees and officials of financial and commercial business firms and to private individuals of identifying information pertaining to actual or suspected criminal offenders where such referral is considered reasonably necessary for the purpose of furthering efforts to investigate the activities of and apprehend criminal offenders; translators of foreign languages as necessary; and for additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Stored in file folders at the U.S. National Central Bureau and certain limited data in Treasury Enforcement Communications System (TECS). Upon inactivity for five years the file is destroyed except for judicial cases involving personnel in this NCB, which is retained for 20 years from the date of the judicial action. Files on deceased persons are destroyed within one year of the person's death. Certain records, such as death notifications and missing persons records, are normally destroyed within the year after the matter is received and/or resolved. Records not of continuing interest may be destroyed at any time. Retrievability by name or file number and by weapons number and motor vehicle number. Access is limited to personnel of the U.S. NCB—INTERPOL except for certain fugitive/wanted records in TECS which are accessible to all TECS terminals. Disposal of records is by shredding or burning. Safeguards include need to know procedural and physical safeguards, such as accountability, restricted areas and alarm protection systems.

System manager(s) and address: Chief, U.S. National Central Bureau, INTERPOL, Department of Justice, Room 6649, 9th & Pennsylvania Ave., N.W., Washington, D.C. 20530.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsections (J)(2) and (K), 31 C.F.R. 1.36.

Treasury/OS 00.102

System name: Treasury Enforcement Communications System (TECS)—Treasury/OS.

System location: International Criminal Police Organization (INTERPOL) Criminal Investigative Records, Department of Justice, Room 6649, 9th & Pennsylvania Avenue, N.W., Washington, D.C. 20530

Categories of individuals covered by the system: Individuals who have been convicted or are subjects of a criminal investigation with international aspects; specific missing persons; specific deceased persons in connection with death notices; certain weapons, motor vehicles, artifacts, etc., stolen and/or involved in crime which may or may not be associated with an individual. Certain victims of criminal violation in the U.S. or abroad.

Categories of records in the system: Information concerning an individual may be maintained in this system of records which includes but is not limited to records pertaining to fugitives, wanted persons, suspected persons, lookouts (temporary and permanent), specific missing persons, deceased persons in connection with death notices. Information about individuals includes but is not limited to name, alias, date of birth, address, physical description, various identification numbers, reason for the record or lookout, details and circumstances surrounding the actual or suspected violator.

Authority for maintenance of the system: 5 U.S.C. 301, Reorganization Plan No. 1 of 1950; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Use—Criminal investigations being conducted by law enforcement agencies in the U.S. or abroad. Users—Local, State and Federal Agents and employees of the U.S. National Central Bureau of INTERPOL who have a need for the records in the performance of their duties; law enforcement agencies and criminal justice agencies in the United States and abroad; INTERPOL General Secretariat and INTERPOL National Central Bureaus in member countries; disclosure required in administration of Freedom of Information Act (5 U.S.C. 552); referral to employees and officials of financial and commercial business firms and to private individuals of identifying information pertaining to actual or suspected criminal offenders where such referral is considered reasonably necessary for the purpose of furthering efforts to investigate the activities of and apprehend criminal offenders; translators of foreign languages as necessary; and for additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Magnetic tape and disc storage and hard copy. Files on deceased persons are destroyed within one year of the person's death. Certain records, such as death notifications and missing persons records, are normally destroyed within the year after the matter is received and/or resolved. Records not of continuing interest may be destroyed at any time. Retrievability by name, file number, personal identification number, system identification number, weapons or motor vehicle number. Access safeguards include need to know, procedural and physical safeguards, such as accountability, restricted areas and alarm protection systems backed up by armed security force. Upon inactivity for five years the file is destroyed except for judicial cases involving personnel in this NCB, which are retained for 20 years from the date of judicial action. Disposal of records is by shredding or burning.

System manager(s) and address: Chief, U.S. National Central Bureau, INTERPOL, Department of Justice, Room 6649, 9th & Pennsylvania Ave., N.W., Washington, D.C. 20530

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Exempt System.

Systems exempted from certain provisions of the act: Exempt under Subsections (J)(2) and (K), 31 C.F.R. 1.36.

Treasury/OS 00.111

System name: FAC 1950 Census of Blocked Chinese Assets—Treasury/OS.

System location: 1331 G Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Most of these records contain reports and correspondence regarding blocked accounts of persons or firms who are nationals of the Peoples Republic of China. However, there is a small class of cases where reports were received regarding the assets of an individual subject to U.S. jurisdiction when such individual is the trustee of a Chinese national, Administrator or Executor of the estate of a Chinese national, heir of the estate of a Chinese national, etc. Most of the persons filing these reports were American corporations. However, a small number of reporters were American individuals.

The principal category is individuals residing in China who had an interest in property in the U.S. on December 18, 1950. This category would include (a) U.S. citizens who left China after December 17, 1950; and (b) non-U.S. citizens who left China after December 17, 1950, and became U.S. citizens or permanent alien residents of the U.S.

In addition, this system includes individuals in the U.S. who had acted for or on behalf of the government of the Peoples Republic of China, or individuals who had an interest in property in which there was also an interest of a Chinese national on or since December 17, 1950, for example, trusts and estates, joint accounts and partnerships.

Categories of records in the system: (6) Reports containing a brief description, including location and value, of assets in the U.S. on December 18, 1950, in which, China or a Chinese "national" (as defined in the Regulations) had any interest. (2) Correspondence regarding such reports. (3) A computer print-out summarizing the information contained in the reports.

Authority for maintenance of the system: Section 5(b) of the Trading with the Enemy Act (50 U.S.C. App., Section 5(b)). Section 500.603 of the Foreign Assets Control Regulations (31 CFR 500.603).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in this system of records: (1) is used by staff to verify the accuracy of reports submitted under the 1970 Census of Blocked Chinese Assets; (2) is made available to the Chief of Enforcement, in connection with determining the present whereabouts of holders or custodians who cannot be located; (3) is made available to the Chief of Licensing for assistance in determining the propriety of the release of blocked property; (4) is made available to the Legal Section in connection with questions regarding the disposition of blocked property requiring a legal opinion; (5) is made available to the Acting Director in connection with questions regarding the property reported under the 1950 census; (6) is made available to the original holder or custodian of blocked Chinese property or his successor in interest to aid in preparation of the 1970 census report; (7) is made available to the legal representatives of persons listed in (1) to aid in preparation of the 1970 census report; (8) for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Reports and correspondence files.

Retrievability: Reports are indexed by name of holder or custodian of blocked property, by name of individual for whom blocked accounts are maintained, and by report number. Files are indexed by name of holder or custodian of blocked property or by name of individual.

Safeguards: The FAC 1950 Census of Blocked Chinese Assets records consist of documents in folders and a computer print out. Some of these files are stored in file cabinets secured by approved detachable combination locks. The room where these records are stored is manned by FAC personnel who are instructed not to admit unauthorized persons, nor to release any material from these records to persons other than FAC personnel. During off duty hours this room is locked and safeguarded by appropriate security measures. The remainder of these files are stored in a supply room which is always locked except when in use by FAC personnel.

Retention and disposal: None have been destroyed.

System manager(s) and address: Office of Foreign Assets Control, U.S. Treasury Department, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Custodians or other holders of blocked Chinese assets.

Treasury/OS 00.112

System name: FAC 1970 Census of Blocked Chinese Assets—Treasury/OS.

System location: 1331 G. Street N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Most of these records contain reports and correspondence regarding blocked accounts of persons or firms who are nationals of the Peoples Republic of China. However, there is a small class of cases where reports were received regarding the assets of an individual subject to U.S. jurisdiction when such individual is the trustee of a Chinese national, Administrator or Executor of the estate of a Chinese national, heir of the estate of a Chinese national, etc. Most of the persons filing these reports were American corporations. However, a small number of reporters were American individuals.

The principal category are Foreign nationals, namely Chinese who had interests in property in the U.S. on December 18, 1950, and on July 1, 1970. Also included are individuals in the U.S. who had been in China on or since December 17, 1950, or who had acted for or on behalf of the government of the Peoples Republic of China, or who had on either date an interest in property in which there was also an interest of a Chinese national on or since December 17, 1950, for example, trusts and estates, joint accounts and partnerships.

Categories of records in the system: (1) Reports containing a brief description including location and value, of assets in the U.S. on December 18, 1950, or on July 1, 1970, in which, on either date, China or a Chinese "national" (as defined in the Regulations) had any interest. (2) Correspondence regarding such reports. (3) A computer print-out summarizing the information contained in the reports.

Authority for maintenance of the system: Section 5(b) of the Trading with the Enemy Act (50 U.S.C. App., Section 5(b)). Section 500.610 of the Foreign Assets Control Regulations (31 CFR 500.610).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system of records: (1) is made available to the Director, Chief of Licensing, Chief of Enforcement, and the Legal Section for assistance with problems requiring their advice and expertise. (2) is made available to the Chief of Licensing in connection with applications to unblock property of Chinese nationals. (3) is used for statistical purposes. (4) for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: files and index cards.

Retrievability: Files and index cards indexed by name of holder or custodian of property with I.D. number and by name of individual for whom blocked accounts are held with I.D. number.

Safeguards: The Foreign Assets Control 1970 Census of Blocked Chinese Assets records consist of documents in folders and a bound computer print out which are stored in file cabinets secured by approved detachable combination locks. The room where these records are stored is manned by FAC personnel who are instructed not to admit unauthorized persons, nor to release any material from these records to persons other than FAC personnel. During off duty hours this room is locked and safeguarded by appropriate security measures.

Retention and disposal: None have been destroyed.

System manager(s) and address: Director, Office of Foreign Assets Control, U.S. Treasury Department, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Custodians or other holders of blocked Chinese assets.

Treasury/OS 00.113

System name: FAC 1964 Census of Blocked Cuban Assets—Treasury/OS

System location: Federal Record Center, Suitland, Maryland

Categories of individuals covered by the system: Most of these records contain reports and correspondence regarding blocked accounts of persons or firms who are nationals of Cuba. However, there is a small class of cases where reports were received regarding the assets of an individual subject to U.S. jurisdiction when such individual is the trustee of a Cuban national, Administrator or Executor of the estate of a Cuban national, heir of the estate of a Cuban national, etc. Most of the persons filing these reports were American corporations. However, a small number of reporters were American individuals.

The principal category is residents of Cuba, who had an interest in property in the U.S. on July 8, 1963. This category would also include (a) U.S. citizens who left Cuba after July 8, 1963, and (b) non-U.S. citizens who left Cuba after 1963 and became U.S. citizens or permanent alien residents of the U.S. In addition, this system includes individuals in the U.S. who had acted for or on behalf of the government of Cuba, or individuals who had an interest in property in which there was also an interest of a Cuban national on or since July 8, 1963, for example, trusts and estates, joint accounts and partnerships.

Categories of records in the system: (1) Reports containing a brief description, including location and value of assets in the U.S. on July 8, 1963, in which Cuba or a Cuban "national" (as defined in the Regulations) had any interest. (2) Correspondence regarding such reports. (3) A computer print out summarizing the information contained in the reports.

Authority for maintenance of the system: Section 5(b) of the Trading with the Enemy Act (50 USC, App., Section 5(b). Section 620(a) of the Foreign Assistance Act of 1961 (22 USC Section 2370(a)). Cuban Assets Control Regulations 31 CFR Part 515.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in this system of records may be used in connection with a future census of blocked Cuban assets. The uses may be as follows: (1) by staff to determine persons to whom specific correspondence should be addressed advising them of the census requirements; (2) by staff to verify the accuracy of reports submitted under a new census; (3) by the Chief of Enforcement, in connection with determining the present where-abouts of holders or custodians who cannot be located; (4) by the Chief of Licensing for assistance in determining the propriety of the release of blocked property; (5) by the Legal Section in connection with questions regarding the disposition of blocked property requiring a legal opinion; (6) by the Director in connection with questions regarding the property reported under the 1964 census; (7) may be made available to the original holder or custodian of blocked Cuban property or his successor in interest to aid in preparation of a new census report; (8) may be available to the legal representatives of persons listed in (7) to aid in preparation of a new census report.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Reports and correspondence.

Retrievability: All of these records are located at the Federal Record Center, Suitland, Maryland. They are retrievable by name of individual.

Safeguards: GSA.

Retention and disposal: None have been destroyed.

System manager(s) and address: Office of Foreign Assets Control, U.S. Treasury Department, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Custodians or other holders of blocked Cuban property.

Treasury/OS 00.114

System name: Foreign Assets Control Enforcement Records—Treasury/OS

System location: 1331 G Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals who have engaged in unlicensed financial, commercial or other transactions which are prohibited under regulations administered by the Office of Foreign Assets Control. Individuals who have made any unlicensed importation of prohibited merchandise from a foreign country which is a "designated country" under regulations administered by the Office of Foreign Assets Control. Individuals who have made an unlicensed remittance of funds or exportation of goods to a "designated country" or national thereof, or to a "specially designated national." Individuals who have otherwise violated any Treasury ruling, license or regulation issued under or pursuant to the Trading with the Enemy Act or the United Nations Participation Act. Individuals suspected of having engaged in activities or transactions which violated statutes or regulations administered by the controls. Individuals who have applied for Foreign Assets Control Licensing when there is reason to suspect the truth of statements contained in an individual's application. Individuals who have or are suspected of misuse or misappropriation of blocked property.

Categories of records in the system: Reports of investigations of suspected or actual violations by an individual of relevant statute and regulations administered by the Office of Foreign Assets Control; intelligence reports requested from other official sources regarding suspected or actual criminal or civil violations by an individual of the relevant statutes, or of the regulations administered by the Office of Foreign Assets Control; evidence obtained during investigation of suspected or actual violations by an individual of the relevant statutes and regulations administered by the Office of Foreign Assets Control.

Authority for maintenance of the system: Statutory: Section 5(b) of the Trading with the Enemy Act (50 USC, App. Section 5(b)); Section 5 of the United Nations Participation Act (22 USC Section 287(c)); Foreign Assistance Act of 1961, (22 USC Section 2370 (a)). Executive Orders: E.O; 8389 E.O. 9193; E.O. 11322; E.O. 11419; Proc. 3447. Regulations: Foreign Assets Control Regulations (31 CFR, Sections 500.601 and 500.602), Cuban Assets Control Regulations (31 CFR, Sections 515.601 and 515.602), Rhodesian Sanctions Control Regulations (31 CFR Sections 530.601 and 530.602), Foreign Funds Control Regulations (31 CFR, Sections 520.601 and 520.602).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Used as a source of reference in other FAC enforcement investigations. (2) As a source of information in consideration of applications for Foreign Assets Control specific licenses. (3) Referral of information to the Department of Justice in civil or criminal cases involving the individual. (4) Disclosure to U.S. Customs Service, Internal Revenue Service or Department of Commerce (Office of Export Administration), of information concerning possible violations of laws and/or regulations of such agencies. (5) Notice to the United States Customs Service (a) of importers who have made illegal commercial importations of prohibited publications, and, (b) of persons who are authorized to make commercial importations of prohibited publications (under regulations administered by the Office of Foreign Assets Control). (6) for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: The Foreign Assets Control Enforcement Records consist of documents, etc., in folders which are stored in locked file cabinets in secure file rooms. Enforcement records are retrieved by means of card-index file system containing the names of persons (individuals, corporations, etc.). The file rooms are manned by Foreign Assets Control personnel who are instructed not to admit unauthorized persons into the file areas, nor to release

any material from the enforcement records to persons other than Foreign Assets Control personnel. During off duty hours the file rooms are secured by appropriate electronic protective devices. These Enforcement Records are maintained indefinitely, for so long as the assets and transactions involved are subject to regulation. Records are also stored at the Federal Record Center, Suitland, Maryland.

System manager(s) and address: Director, Office of Foreign Assets Control, U.S. Treasury Department, Washington, D.C.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (K)(2), 31 C.F.R. 1.36.

Treasury/OS 00.115

System name: Foreign Assets Control General Correspondence Files-Treasury/OS.

System location: 1331 G Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Records are maintained of all correspondence from individuals seeking information from the Office of Foreign Assets Control regarding embargoed or blocked foreign countries (and assets and nationals thereof), which are affected by implementing Treasury Department Regulations. Current regulations, and corresponding blocked or embargoed countries, are: Foreign Assets Control Regulations (China, Vietnam, and North Korea); Cuban Assets Control Regulations (Cuba); and the Rhodesian Sanctions Regulations (Rhodesia) and the Foreign Funds Control Regulations (World War II). Records are also maintained of letters to individuals initiated by the Foreign Assets Control.

Categories of records in the system: General correspondence of every kind, e.g.: individuals seeking information about FAC regulations re some particular country; requests for advice on proposed or possible transaction involving a designated country or a national thereof; letters reporting possible violation of some FAC administered regulation; requests from law students and other researchers; requests for copies of regulations administered by FAC; requests for information regarding possible employment opportunities with the Office of Foreign Assets Control.

Authority for maintenance of the system: Statutory: Section 5(b) of the Trading with the Enemy Act (50 USC, App. Section 5(b)). Section 5 of the United Nations Participation Act (22 USC Section 287 c), Section 620 (a) of the Foreign Assistance Act of 1961 (22 USC Section 2370 (a)). Executive Orders: E.O. 9193; E.O. 9989; E.O. 11322; E.O. 11419; Proc. 3447. Regulations: Foreign Assets Control Regulations 31 CFR Part 500, Cuban Assets Control Regulations 31 CFR Part 515, Rhodesian Sanctions Regulations 31 CFR Part 530; Transaction Control Regulations 31 CFR Part 505; Foreign Funds Control Regulations 31 CFR Part 520.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (A) Intra-Agency—Used by the staff to effectuate the purposes of the Regulations which it is charged with administering: (1) Used by the Enforcement Section as background information in connection with investigations. (2) Used by the Licensing Section as background information in connection with the processing of license applications submitted by the individual. (3) Used by the Legal Section as background information in connection with preparation of briefs, etc. (4) Used by all staff as background information in connection with subsequent inquiries from an individual. (5) Used in connection with the formulation of or as examples of policy followed by the office. (6) Used by all staff to initiate correspondence with third parties mentioned in an individual letter regarding potential or apparent violations of the regulations. (7) Used by all staff to prepare statistics useful in implementing the Regulations. (8) Used by all staff to compile mailing lists for use by Foreign Assets Control to advise individuals interested in a particular aspect of the Regulations of changes relating to these aspects. (9) Used to detect an interest in a particular aspect of the Regulations which necessitate the publication of amendments to the Regulations regarding interpretations of the Regulations. (B) Inter-Agency: (1) Referred to the Department of State, Department of Commerce, Internal Revenue Service, Foreign Claims Settlement Commission, (and other agencies) where the individuals inquiry concerns matters under the jurisdiction of such agencies as well as under the jurisdiction of the Office of Foreign Assets Control. (2) Referred to the Department of Justice, where it appears likely that a crime or civil offense was committed. (3) Referred to other agencies where it appears that an individual has violated the laws, statutes or regulations of such agency. (C) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: The Foreign Assets Control General Correspondence Records consist of documents in folders which are stored in file cabinets secured by approved detachable combination locks. General Correspondence records are retrieved by means of card-index file system containing the names of persons (individuals, corporations, etc.). The file rooms are manned by FAC personnel who are instructed not to admit unauthorized persons into the file-areas, nor to release any material from the enforcement record to persons other than FAC personnel. During off-duty hours, the file rooms are safeguarded by appropriate electronic protective devices. The General Correspondence records are maintained indefinitely for so long as the assets or transactions involved are subject to regulation. Records are also stored at the Federal Record Center, Suitland, Maryland.

System manager(s) and address: Director, Office of Foreign Assets Control, U.S. Treasury Department, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Individuals who initiated correspondence with Treasury Department's Office of Foreign Assets Control or who responded to correspondence from the Office of Foreign Assets Control; other governmental agencies (Federal, State and Local); foreign individuals and official sources.

Treasury/OS 00.116

System name: Foreign Assets Control Litigation files—Treasury/OS

System location: 1331 G Street, N.W., Room 504, Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals who have been criminally prosecuted, or involved in civil litigation (as plaintiff or defendant) with the United States, in matters which involve statutes and/or regulations which are administered by the Office of Foreign Assets Control (e.g.: criminal prosecution for violation of statutes and regulations; suits to enjoin the Office of Foreign Assets Control from holding bank accounts or other property in a blocked status; suits to compel the Office of Foreign Assets Control to issue licenses for import of merchandise from a designated country; suits seeking to have statutes and regulations administered by Foreign Assets Control held unconstitutional, in fact or as applied; etc.).

Categories of records in the system: Copies of the pleading and all other legal documents connected with civil litigation and criminal proceedings involving statutes and regulations administered by the Office of Foreign Assets Control, including memoranda of law, drafts of legal briefs, and other material prepared by the FAC legal staff for use in such litigation; material obtained pursuant to discovery under applicable court rules (depositions, written interrogatories, etc.); copies of final orders, decrees, and opinions of courts in such litigation, and copies of correspondence relating to activities of any party to such litigation (containing information relevant to the issues involved in the litigation).

Authority for maintenance of the system: Statutes: Section 5(b) of the Trading with the Enemy Act, (50 USC, App. Section 5(b)); Section 5 of the United Nations Participation Act, (22 USC, Section 287c); Section 620 (a) of the Foreign Assistance Act of 1961, (22 USC 2370 (a)). Executive Orders: E.O. 9193; E.O. 9989; E.O. 11322; E.O. 11419; Proc. 3447. Regulations: Foreign Funds Control Regulations (31 CFR, Part 520), Foreign Assets Control Regulations, (31

CFR, Part 500), Cuban Assets Control Regulations, (31 CFR, Part 515), Rhodesian Sanctions Regulations (31 CFR, Part 530), Transactions Control Regulations (31 CFR, Part 505).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Preparation and conduct of litigation in process by the Justice Department. (2) Research source for the FAC Enforcement section. (3) Source of information for the FAC Licensing section in consideration of applications for FAC license. (4) Source of legal precedents and for other legal research by the FAC Legal section. (5) Referral to Department of Justice in cases involving Statutes and Regulations administered by the Office of Foreign Assets Control. (6) Disclosure to U.S. Customs Service in cases which jointly involve similar matters, or which involve, jointly, both the FAC and the U.S. Customs Service. (7) Disclosure to the State Department in connection with foreign policy aspects of legal problems involved. (8) Disclosure to U.S. Department of Commerce where cases involve matters of interest to, or which are in the jurisdiction of that Department. (9) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: The Foreign Assets Control Litigation records consist of documents in folders which are stored in file cabinets secured by approved detachable combination locks. The files are retrieved by name of the individual. During normal working hours, the room where these records are kept is manned by persons who are instructed not to allow unauthorized persons into the file area, nor to disclose or release any material to persons other than FAC personnel. During off-duty hours, the room in which the records are kept is safe-guarded by appropriate electronic protective devices. The Litigation records are maintained indefinitely as research source and legal precedent.

System manager(s) and address: Director, Office of Foreign Assets Control, 1331 G Street, N.W., U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Pleadings and other materials filed during course of a legal proceeding; discovery obtained pursuant to applicable court rules; materials obtained from FAC Enforcement Section; material obtained pursuant to request made on other Federal agencies; Orders, opinions, decisions of courts.

Treasury/OS 00.117

System name: Foreign Assets Control Mailing List—Treasury/OS

System location: 1331 G Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals who have asked to be advised of any amendments, announcements, etc., pertaining to the Regulations administered by this Office.

Categories of records in the system: Index cards and addressograph plates containing names and addresses of all persons to whom information regarding the Regulations is sent.

Authority for maintenance of the system: Statutory: Section 5(b) of the Trading with the Enemy Act (50 USC, App., Section 5(b). Section 5 of the United Nations Participation Act (22 USC Section 287c). Section 620(a) of the Foreign Assistance Act of 1961 (22 USC Section 2370(a). Executive Orders: Executive Order 9193; Executive Order 9989; Executive Order 11322; Executive Order 11419; Proc. 3447. Regulations: Foreign Assets Control Regulations, 31 CFR Part 500; Cuban Assets Control Regulations, 31 CFR Part 515; Rhodesian Sanctions Regulations, 31 CFR Part 530; Transaction Control Regulations, 31 CFR Part 505; Foreign Funds Control Regulations, 31 CFR Part 520.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Information in this system of records is used by FAC to enable the Government Printing Office to send out information regarding our Regulations to all interested parties. (2) For additional routine uses see appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Index cards and addressograph plates.

Retrievability: Indexed by name of individual or corporation.

Safeguards: The FAC mailing list records consist of index cards filed in index card boxes. The room where these records are stored is manned by FAC personnel who are instructed not to admit unauthorized persons, nor to release any material from these records to persons other than FAC personnel. During off duty hours this room is locked and safe-guarded by appropriate security measures. The addressograph plates are stored at the Government Printing Office.

System manager(s) and address: Director, Office of Foreign Assets Control, U.S. Treasury Department, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: See Category of Individual.

Treasury/OS 00.118

System name: Foreign Assets Control Licensing Records—Treasury/OS

System location: 1331 G Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Applicants for license to import prohibited goods from countries designated in Regulations administered by Office of Foreign Assets Control. Applicants for license to remit funds to countries designated in Regulations of the Office of Foreign Assets Control. Applicants for license authorizing engagement in other transactions and activities which are prohibited by Regulations of the Office of Foreign Assets Control.

Categories of records in the system: Applications for Treasury license; information in support of applications submitted by applicant; information from other sources regarding such applications; copies of agency action granting or denying applications; requests for amendment of license; requests for rehearing or appeal of denial actions; other information related to any of the foregoing.

Authority for maintenance of the system: Statutes: Section 5(b) of the Trading with the Enemy Act (50 USC, App. Section 5(b)). Section 5 of the United Nations Participation Act (22 USC 287 (1)(c)(1)). Section 620 (a) of the Foreign Assistance Act of 1961 (22 USC 2370 (a)). Executive Orders: E.O. 9193; E.O. 9989; E.O. 11322; E.O. 11419; Proc. 3447. Regulations: Foreign Assets Control Regulations 31 CFR, Part 500; Transaction Control Regulations 31 CFR, Part 505; Cuban Assets Control Regulations 31 CFR, Part 515; Foreign Funds Control Regulations 31 CFR, Part 520; Rhodesian Sanctions Regulations 31 CFR, Part 530.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Furnishing of information to the FAC Enforcement Section where it appears that some willful violation of Treasury regulation or requirement may have occurred. (2) Comparison with subsequent application from same applicant. (3) Consultation with State, Commerce and Defense, as appropriate concerning applicable policy and relevant facts. (4) Furnishing information to the U.S. Customs Service where it appears that a Customs requirement or regulation has not been complied with. (5) Furnishing information to Internal Revenue Service where it appears that a matter within the jurisdiction of that agency is involved. (6) Furnishing of information to the Department of Commerce where it appears that a requirement or regulation of that agency is involved. (7) Notice to the U.S. Customs Service (a) of importers who have made illegal importations or prohibited publications, and (b) of persons who are authorized to make commercial importations of prohibited publications (under regulations administered by the Office of Foreign Assets Control). (8) Furnishing of report to Justice Department where it appears that some civil or criminal violation by applicant of a Treasury regulation or other requirement has occurred. (9) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: The Foreign Assets Control Li-

censing records consist of documents in folders which are stored in file cabinets. Each such file cabinet is outfitted with a detachable combination lock.

The records are retrieved by license numbers, and may also be obtained by means of a card-index file. During normal working hours, the file room is manned by persons who are instructed not to allow unauthorized persons into the file area, nor to disclose or release any material to persons other than FAC personnel. During off-duty hours, the file rooms are safe-guarded by appropriate electronic protective devices. The FAC licensing records are maintained indefinitely for so long as the assets or transactions involved are subject to regulations. Records are also stored at the Federal Record Center, Suitland, Maryland.

System manager(s) and address: Director, Office of Foreign Assets Control, U.S. Treasury Department, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: The majority of information concerning an individual applicant in a FAC License Record will typically have come from the applicant. On infrequent occasions some such information will have been obtained from other governmental agencies; or, during the course of an investigation by the FAC Enforcement Section.

Treasury/OS 00.121

System name: ORS Auditors' Address File—Treasury/OS

System location: Office of Computer Science, Department of the Treasury, 1435 G Street, N.W., Washington, D.C.

Categories of individuals covered by the system: All State Auditors

Categories of records in the system: Mailing Addresses & Phone Numbers.

Authority for maintenance of the system: PL 92-512 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Address File & Telephone Index. For additional routine uses see appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic Tape.

Retrievability: Indexed by state code & unique numeric suffix.

Safeguards: Secured computer room.

Retention and disposal: Maintained until file is updated by the Audit Division, Office of Revenue Sharing.

System manager(s) and address: Administrative Officer, Office of Revenue Sharing, 2401 E Street, N.W., Washington, D.C. 20226.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: State audit address lists.

Treasury/OS 00.124

System name: ORS Governors' Address File—Treasury/OS

System location: Systems & Operations Division, Office of Revenue Sharing, 2401 E Street, NW, Washington, DC 20226.

Categories of individuals covered by the system: All current governors.

Categories of records in the system: Mailing Addresses.

Authority for maintenance of the system: PL 92-512. 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Address File. For additional routine uses see appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: MCST Magnetic Cards.

Retrievability: Indexed by state code.

Safeguards: Secured computer room.

Retention and disposal: Maintained until file is updated.

System manager(s) and address: Administrative Officer, Office of Revenue Sharing, 2401 E Street N.W., Washington, D.C. 20226.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Congressional Directory, State submissions.

Treasury/OS 00.125

System name: ORS Governors & Governors Authorized Representatives List—Treasury/OS.

System location: Systems & Operations Division, Office of Revenue Sharing, 2401 E Street, NW, Washington, DC 20226.

Categories of individuals covered by the system: All current governors & their authorized representatives.

Categories of records in the system: Individual Names & Addresses.

Authority for maintenance of the system: PL 92-512. 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Address File, for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Notebook (Hardcopy).

Retrievability: Indexed by State name.

Safeguards: Secured computer room.

Retention and disposal: Maintained until file is updated.

System manager(s) and address: Administrative Officer, Office of Revenue Sharing, 2401 E Street NW, Washington, DC 20226.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: State official and address files.

Treasury/OS 00.126

System name: Office of Revenue Sharing, Intergovernmental Relations Division mailing list—Treasury/OS.

System location: Office of Revenue Sharing, 2401 E Street, N.W., Rm. 1407, Washington, D.C. 20226.

Categories of individuals covered by the system: Not all entries on the mailing list are by name of individual; many entries are identified only by agency or organization name. Names of individuals or organizations on the reveNews mailing list were placed there by personal request, designation of the State Governor or by the screening of mailing lists of local officials of national public interest groups.

Categories of records in the system: The system identifies name and address only and is arranged in such a way as to be sorted and

retrieved by State. The system is further broken down into a sub-list of frequent liaison contacts which can be retrieved separately.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The reveNews mailing list is used to distribute copies of reveNews, the Office of Revenue Sharing newsletter. It also is used to mail program and technical assistance materials to service agencies of State and local government and to distribute ORS publications. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The system is stored on mag. tape.

Retrievability: The system is indexed by nine digit I.D. number; the first two digits represent the State of the address and are the only parts of the I.D. which are used for retrieving address information.

Safeguards: System listings can be authorized only by written request to the Systems and Operations Division, ORS.

Retention and disposal: The records are retained indefinitely; individual records can be amended or deleted at any time. Coding sheets for address changes and deletions are forwarded periodically to the Systems and Operations Division, ORS.

System manager(s) and address: Administrative Officer: ORS, Office of Revenue Sharing, 2401 E Street, N.W., Washington, D.C. 20226.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: See Category of Individual.

Treasury/OS 00.130

System name: ORS Senate, House & Governors' Address File—Treasury/OS

System location: Office of Computer Science, Department of the Treasury, 1435 G Street, NW, Washington, DC.

Categories of individuals covered by the system: All current U.S. Senators, Congressmen, & Governors.

Categories of records in the system: Mailing Addresses.

Authority for maintenance of the system: PL 92-512, 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Address File. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic Tape.

Retrievability: Indexed by state code & unique numeric suffix.

Safeguards: Secured computer room.

Retention and disposal: Maintained until file is updated by the Public Affairs Division, Office of Revenue Sharing.

System manager(s) and address: Administrative Officer, Office of Revenue Sharing, 2401 E Street N.W., Washington, D.C. 20226.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Congressional Directory, State submissions.

Treasury/OS 00.131

System name: ORS State Attorneys General Records—Treasury/OS

System location: Office of Revenue Sharing, 2401 "E" Street, N.W., Washington, D.C. 20226.

Categories of individuals covered by the system: State Attorneys General or Assistant Attorneys General.

Categories of records in the system: Correspondence with State offices of Attorney Generals concerning State laws as they affect the expenditure of funds under the Revenue Sharing Act.

Authority for maintenance of the system: State and Local Fiscal Assistance Act of 1972 (P.L. 92-512). 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are used by the Chief Counsel for Revenue Sharing. They are used for determining the applicability and effect of State laws on the expenditure of funds under the Revenue Sharing Act. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filing cabinet.

Retrievability: The system is alphabetically indexed by name of State.

Safeguards: Locked file room.

Retention and disposal: Records are updated periodically.

System manager(s) and address: Chief Counsel for Revenue Sharing, 2401 "E" St., N.W., Room 1545, Washington, D.C. 20226.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Correspondence with State offices of Attorney Generals.

Treasury/OS 00.144

System name: Civil Litigation Records—Treasury/OS.

System location: U.S. Treasury Department, Office of the General Counsel, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Persons who are parties, plaintiff or defendant, in civil litigation (as described below) with the Treasury Department.

Categories of records in the system: This system of records contains information or documents related to litigation involving or concerning the Department or its officials. The records consist of pleadings, investigative reports, legal memoranda and related correspondence.

Authority for maintenance of the system: Title 31, U.S.C., Section 1009.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used to prosecute or defend court cases related to certain general civil litigation. For additional routine uses see Appendix AA except for tax matters or matters litigated in the U.S. Customs Courts, and to provide cooperation to the U.S. Department of Justice in marshalling facts, correlating evidence, and preparing pleadings and briefs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in file folders with index cards.

Retrievability: These records are indexed by the title of the case.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: The records are maintained during the pendency of the litigation and approximately one year thereafter are transferred to the Federal Records Center, Suitland, Maryland. They are destroyed by the Federal Records Center when the records are 7 years old.

System manager(s) and address: Administrative Officer, Room 3006, U.S. Treasury Department, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31 C.F.R. 1.36.

Treasury/OS 00.145

System name: Claimants, Disbursing—Treasury/OS

System location: U.S. Treasury Department, Office of the General Counsel, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Claimants for Disbursements by the United States.

Categories of records in the system: Correspondence, memoranda, and related material.

Authority for maintenance of the system: 50 U.S.C. App. 1705-1707, Title 31, United States Code, Department Circulars No. 145 and 830.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To process disbursements in accordance with Departmental regulations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Boxes in Federal Records Center.

Retrievability: Name of claimant.

Safeguards: Files are in Records Center; access is limited to persons on official business.

Retention and disposal: Files kept for an indefinite period.

System manager(s) and address: Administrative Officer, Office of the General Counsel, U.S. Treasury Department, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Individuals and their representatives.

Treasury/OS 00.149

System name: Foreign Assets Control Legal Files—Treasury/OS

System location: 1331 G Street N.W., Room 504, Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals who have corresponded with (or been the subject of correspondence) regarding legal matters and regulations administered by the Office of Foreign Assets Control; and individuals who have been criminally prosecuted, or involved in civil litigation (as plaintiff or defendant) with the United States, in matters involving statutes and/or regulations administered by the Office of Foreign Assets Control (e.g.: criminal prosecutions for violation of statutes and regulations; suits to enjoin the Office of Foreign Assets Control from holding bank accounts or other property in a blocked status; suits to compel the Office of Foreign Assets Control to issue licenses for import of merchandise from a designated country; suits seeking to have statutes and regulations administered by Foreign Assets Control held unconstitutional, in fact or as applied; etc.).

Categories of records in the system: Copies of the pleading and all other legal documents connected with civil litigation and criminal proceedings involving statutes and regulations administered by the Office of Foreign Assets Control, including memoranda of law, drafts of legal briefs, and other material prepared by the FAC legal staff for use in such litigation; material obtained pursuant to discovery under applicable court rules (depositions, written interrogatories, etc.); copies of final orders, decrees, and opinions of courts in such litigation, and copies of correspondence relating to activities of any party to such litigation (containing information relevant to the issues involved in the litigation); or other general correspondence regarding the Office of Foreign Assets Control legal matters.

Authority for maintenance of the system: Statutes: Section 5(b) of the Trading with the Enemy Act (50 USC, App. Section 5(b)). Section 5 of the United Nations Participation Act (22 USC, Section 287c). Section 620 (a) of the Foreign Assistance Act of 1961 (22 USC 2370 (a)). Executive Orders: E.O. 9193; E.O. 9989; E.O. 11322; E.O. 11419: Proc. 3447. Regulations: Foreign Funds Control Regulations, (31 CFR, Part 520); Foreign Assets Control Regulations, (31 CFR, Part 500); Cuban Assets Control Regulations, (31 CFR, Part 515); Rhodesian Sanctions Regulations, (31 CFR, Part 530); Transactions Control Regulations, (31 CFR, Part 505).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Preparation and conduct of litigation in process by the Justice Department. (2) Research source for the FAC Enforcement section. (3) Source of information for the FAC Licensing section in consideration of applications for FAC license. (4) Source of legal precedents and for other legal research by the FAC Legal section. (5) Referral to Department of Justice in cases involving Statutes and Regulations administered by the Office of Foreign Assets Control. (6) Disclosure to U.S. Customs Service in cases which jointly involve similar matters, or which involve, jointly, both the FAC and the U.S. Customs Service. (7) Disclosure to the State Department in connection with foreign policy aspects of legal problems involved. (8) Disclosure to U.S. Department of Commerce where cases involve matters of interest to, or which are in the jurisdiction of that Department. (9) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: The Foreign Assets Control Litigation records consist of documents in folders which are stored in file cabinets secured by approved detachable combination locks. The files are retrieved by name of the individual. During normal working hours, the room where these records are kept is manned by persons who are instructed not to allow unauthorized persons into the file area, nor to disclose or release any material to persons other than FAC personnel. During off-duty hours, the room in which the records are kept is safe-guarded by appropriate electronic protective devices.

The Litigation records are maintained indefinitely as research source and legal precedent.

System manager(s) and address: Administrative Officer, Room 3006, U.S. Treasury Department, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Pleadings and other materials filed during course of a legal proceeding; discovery obtained pursuant to applicable court rules; materials obtained from FAC Enforcement Section; material obtained pursuant to requests made on other Federal agencies; orders, opinions, decisions of courts.

Treasury/OS 00.151

System name: Gifts to the United States—Treasury/OS.

System location: U.S. Treasury Department, Office of the General Counsel, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Donors of inter vivos and testamentary gifts to the United States.

Categories of records in the system: Correspondence, copies of wills and court proceedings, and other material related to gifts to the United States.

Authority for maintenance of the system: 50 U.S.C. 1151-1156. Department Circular No. 865 (revised).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To process gifts to the United States and claims against such gifts in accordance with Departmental regulations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Boxes in Federal Records Centers.

Retrievability: Name of donor.

Safeguards: Files are in Records Center; access is limited to persons on official business.

Retention and disposal: Files kept for an indefinite period.

System manager(s) and address: Administrative Officer, Office of the General Counsel, U.S. Treasury Department, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Individuals, executors, administrators and other involved persons.

Treasury/OS 00.154

System name: Private relief bill system—Treasury/OS.

System location: Office of the General Counsel, Room 1417, Treasury Department, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals who have had private relief bills introduced in Congress on their behalf.

Categories of records in the system: Congressional committee or OMB request for Treasury views on proposed legislation plus comments on proposal from offices or bureaus of Treasury.

Authority for maintenance of the system: 5 U.S.C. 301. A function of the Office of the General Counsel is to handle and coordinate legislative work that concerns Treasury.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: System is used to furnish reports on proposed legislation to Congress or OMB. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Indexed on 5 by 8 card by bill number but cross-indexed to individual's name. Complete file is kept by bill number and Congress. Permanent file.

System manager(s) and address: Administrative Officer, Room 3006, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Sources of the request are usually Congressional committees or OMB. Other information comes from Treasury bureau or office concerned in matter and from the individual concerned.

Treasury/OS 00.156

System name: Tax Court Judge Applicants—Treasury/OS.

System location: Room 3000, Main Treasury Building, 15th and Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals requesting consideration for appointment to Tax Court judgeships.

Categories of records in the system: Information concerning the qualification of individuals for appointment to the Tax Court.

Authority for maintenance of the system: In accordance with the requirements for Presidential appointments, 26 U.S.C. 7443.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by senior Treasury Department officials in making recommendations to the President on appointments to the Tax Court. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinets.

Retrievability: By name of individual.

Safeguards: The files are kept in locked cabinets with a limited number of employees permitted access.

Retention and disposal: The records relating to individuals date from 1966.

System manager(s) and address: Administrative Officer, Office of the General Counsel, Room 3006, Main Treasury, 15th and Pennsylvania Avenue, N.W., Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Individual concerned and letters of recommendation from other individuals submitted at the request of the individual and/or the Department.

Treasury/OS 00.160

System name: Abandoned Enrollment Applications—Treasury/OS.

System location: Washington National Record Center, National Archives and Record Service, General Services Administration, Washington, D.C. 20409.

Categories of individuals covered by the system: Individuals who applied for enrollment to practice before the Internal Revenue Service but subsequently abandoned their applications.

Categories of records in the system: Application for enrollment to practice before the Internal Revenue Service and, in some cases, information regarding individuals' fitness for enrollment.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding or regulatory order with respect to apparent violation of Federal law or regulations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Original application form and information relating to it fastened to each other.

Retrievability: This system is indexed by name of applicant.

Safeguards: Those safeguards in effect at Federal Record Center.

Retention and disposal: Permanent retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Information contained in this system may have been provided by: (1) Applicant, (2) Individuals, (3) Internal Revenue Service, (4) Other government agencies, (5) Professional organizations.

Treasury/OS 00.161

System name: Applicant Appeal Files—Treasury/OS.

System location: (1) U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220. (2) Washington National Record Center, National Archives and Record Service, General Services Administration, Washington, D.C. 20409.

Categories of individuals covered by the system: Individuals whose applications for enrollment to practice before the Internal Revenue Service have been denied and who have appealed such denial to the Director of Practice.

Categories of records in the system: Information relating to individuals' applications and eligibility for enrollment to practice before the Internal Revenue Service.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Decision on appeal by Director of Practice from denial of application by the Internal Revenue Service. (2) Decision by Secretary of Treasury on appeal from Director of Practice's sustaining of denial of application for enrollment. (3) For individuals, denial of whose applications for enrollment is reversed by the Director of Practice, for use in connection with subsequent determinations by the Director of Practice as to whether violation of the regulations governing practice before the Internal Revenue Service has occurred. (4) Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding or regulatory order with respect to apparent violation of Federal law or regulations. (5) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Dispose 25 years after case closed; transfer to Federal Record Center 5 years after case closed except for a random selection of a small number of disciplinary cases to be made at 5-year intervals for retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31 C.F.R. 1.36.

Treasury/OS 00.162

System name: Closed Files containing Derogatory Information about individuals' practice before the Internal Revenue Service and files of attorneys and certified public accountants formerly enrolled to practice—Treasury/OS.

System location: (1) U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220. (2) Washington National Records Center, National Archives and Record Service, General Services Administration, Washington, D.C. 20409.

Categories of individuals covered by the system: Individuals eligible to practice before the Internal Revenue Service (attorneys, certified public accountants and enrolled agents).

Categories of records in the system: Information relating to individuals' enrollments to practice before the Internal Revenue Service and, derogatory and other information regarding such practice.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Determinations by the Director of Practice as to whether violations of the regulations governing practice before the Internal Revenue Service have occurred. (2) Transfer of information to Office of Chief Counsel, Internal Revenue Service so that that Office can represent the Director of Practice in hearings before administrative law judges held to determine whether violations of the regulations governing practice before the Internal Revenue Service have occurred and, if so, the appropriate disciplinary action. (3) Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding, or regulatory order with respect to apparent violations of Federal law or regulations. (4) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: The Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Dispose 25 years after case closed; transfer to Federal Record Center 5 years after case closed except for a random selection of a small number of disciplinary cases to be made at 5-year intervals for retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31 C.F.R. 1.36.

Treasury/OS 00.163

System name: Derogatory Information (No Action)—Treasury/OS.

System location: U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220.

Categories of individuals covered by the system: Attorneys, certified public accountants, enrolled agents and others.

Categories of records in the system: Such files contain derogatory information concerning attorneys, certified public accountants, and enrolled agents and others over whom there is no current jurisdiction, where such information is subject to future development, or where such information is not sufficiently serious to be currently considered a case file.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Determinations by the Director of Practice as to whether violations of the regulations governing practice before the Internal Revenue Service have occurred. (2) Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding or regulatory order with respect to apparent violation of Federal law or regulations. (3) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when office personnel are not present. Office personnel are cautioned against unnecessary exposure of office files. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Dispose after 5 years by burning.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31 C.F.R. 1.36

Treasury/OS 00.164

System name: Present Suspensions and Disbarments Resulting From Administrative Proceeding-Treasury/OS.

System location: (1) U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220. (2) Washington National Record Center, National Archives and Record Service, General Services Administration, Washington, D.C. 20409.

Categories of individuals covered by the system: Individuals formerly eligible to practice before the Internal Revenue Service but now either suspended or disbarred from such practice after being accorded due notice and opportunity for hearing.

Categories of records in the system: Information relating to individuals' enrollment to practice before the Internal Revenue Service, derogatory and other information regarding such practice, and record of proceedings.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Maintain record of those who have been suspended or disbarred from practice before the Internal Revenue Service and reasons for such action. (2) Determinations by the Director of Practice as to whether suspended or disbarred individuals' petition for reinstatement to practice before the Internal Revenue Service shall be granted. (3) Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding or regulatory order with respect to apparent violation of Federal law. (4) Transfer of information regarding suspension or disbarment of attorneys, certified public accountants and enrolled agents to professional organizations. (5) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Dispose 25 years after case closed; transfer to Federal Record Center 5 years after case closed except for a random selection of a small number of disciplinary cases to be made at 5-year intervals for retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31, C.F.R. 1.36.

Treasury/OS 00.165

System name: General Correspondence File—Treasury/OS.

System location: U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220.

Categories of individuals covered by the system: General public.

Categories of records in the system: General inquiries and comments from the general public.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Provide answers to inquiries or other information regarding the operation of this Office. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folder.

Retrievability: Correspondence is indexed alphabetically by writer.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. File cabinets in which correspondence is stored are locked during nonbusiness hours. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Destroyed after 3 years.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Inquiries should be addressed to: Office of Director of Practice, U.S. Department of the Treasury Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Information contained in records of this system has been provided by the writers of correspondence contained in the system.

Treasury/OS 00.166

System name: Inventory—Treasury/OS.

System location: U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220.

Categories of individuals covered by the system: Attorneys, certified public accountants and enrolled agents about which alleged misconduct in their practice before the Internal Revenue Service is being reviewed and evaluated.

Categories of records in the system: Information relating to individuals' enrollment or eligibility to practice before the Internal Revenue Service, and information relating to their conduct in such practice.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Determinations by the Director of Practice as to whether violations of the regulations governing practice before the Internal Revenue Service have occurred. (2) Use of information (ordinarily by Office of Chief Counsel, Internal Revenue Service, and the Department of Justice) at administrative hearings and court proceedings relating to individuals' eligibility to represent taxpayers before the Internal Revenue Service. (3)

Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding or regulatory order with respect to apparent violations of Federal law or regulations. (4) Transfer of information to Internal Revenue Service for investigation with respect to apparent violation of the regulations governing practice before the Internal Revenue Service. (5) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. File cabinets in which this system is stored are locked during nonbusiness hours. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Dispose 25 years after case closed; transfer to Federal Record Center 5 years after case is closed except for a random selection of a small number of disciplinary cases to be made at 5-year intervals for retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31 C.F.R. 1.36.

Treasury/OS 00.167

System name: Register of Docketed Cases and Applicant Appeals—Treasury/OS.

System location: U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals against whom complaints have been filed with the Office of Director of Practice pursuant to Title 31, CFR, Subpart C, Section 10.54, for alleged violation of the regulations governing practice before the Internal Revenue Service and individuals who have appealed to the Director of Practice the denials of their application for enrollment to practice before the Internal Revenue Service.

Categories of records in the system: Record of actions taken in cases docketed for hearings and record of actions taken on appeals from denials of applications for enrollment.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Office of Director of Practice administrative recordkeeping. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In loose-leaf binder.

Retrievability: This system is indexed by complaint number and by name of the individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Permanent retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Information contained in records in this system has been provided by: (1) this office, (2) administrative law judges, (3) Internal Revenue Service.

Treasury/OS 00.168

System name: Resigned Enrolled Agents (action pursuant to 31 CFR, Section 10.55(b))—Treasury/OS.

System location: U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220.

Categories of individuals covered by the system: Those individuals who were formerly enrolled to practice before the Internal Revenue Service and who resigned from such enrollment.

Categories of records in the system: Information relating to individuals' applications for enrollment to practice before the Internal Revenue Service and derogatory and other information regarding such practice.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Use in connection with resigned enrollees' future applications for enrollment to practice before the Internal Revenue Service. (2) In cases where resigned enrollees are again enrolled to practice before the Internal Revenue Service, for use in connection with determinations as to whether violations of the regulations governing such practice have occurred. (3) Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding, or regulatory order with respect to apparent violation of Federal law or regulations. (4) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of information contained in Office files. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Dispose 25 years after case closed; transfer to Federal Records Center 5 years after case closed except for a random selection of a small number of disciplinary cases to be made at 5-year intervals for retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31 C.F.R. 1.36.

Treasury/OS 00.169

System name: Roster of Former Enrollees—Treasury/OS.

System location: U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220.

Categories of individuals covered by the system: Attorneys and certified public accountants who were enrolled to practice before the Internal Revenue Service prior to enactment of the Agency Practice Act, Title 5 U.S. Code, Section 500.

Categories of records in the system: This system contains individuals' names, addresses, professions, the dates of their enrollments and the expiration dates of such enrollments.

Authority for maintenance of the system: 31 U.S. Code 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Determinations as to whether the Office of Director of Practice has jurisdiction over an individual's violation of the regulations governing practice before the Internal Revenue Service. (2) Use of information (ordinarily by Office of Chief Counsel, Internal Revenue Service, and the Department of Justice) at administrative and court proceedings relating to individuals' eligibility to represent taxpayers before the Internal Revenue Service. (3) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In loose-leaf binders.

Retrievability: This system is indexed by profession (i.e., attorney or certified public accountant) and by the individual's name.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of office files. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Permanent retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Information contained in records in this system has been provided by: (1) Individuals, (2) Internal Revenue Service.

Treasury/OS 00.170

System name: Present suspensions from practice before the Internal Revenue Service.

System location: (1) U.S. Department of the Treasury, Office of Director of Practice, 1325 G Street, N.W., Suite 720, Washington, D.C. 20220. (2) Washington National Records Center, National Archives and Record Service, General Services Administration, Washington, D.C. 20409.

Categories of individuals covered by the system: Attorneys, certified public accountants and enrolled agents who have offered their consent to voluntary suspension from practice before the Internal Revenue Service.

Categories of records in the system: Information relating to individuals' enrollment or eligibility to practice before the Internal Revenue Service, derogatory and other information relating to their conduct in such practice.

Authority for maintenance of the system: 31 U.S.C. 1026.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Determinations by the Director of Practice as to whether violations of the regulations governing practice before the Internal Revenue Service have occurred. (2) Determinations by the Director of Practice as to whether suspended practitioners' petitions for reinstatement to practice should be granted. (3) Transfer of information to Federal law enforcement authorities for investigation and possible criminal prosecution, civil court action, administrative proceeding or regulatory order with respect to apparent violation of Federal law or regulations. (4) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders.

Retrievability: This system is indexed by name of individual.

Safeguards: This Office keeps all access doors locked when Office personnel are not present. Office personnel are cautioned against unnecessary exposure of Office files and are instructed to lock file cabinets containing these records during nonbusiness hours. Security investigations are conducted with respect to all Office of Director of Practice personnel.

Retention and disposal: Dispose 25 years after case closed; transfer to Federal Records Center 5 years after case closed except for a random selection of a small number of disciplinary cases to be made at 5-year intervals for retention.

System manager(s) and address: Director of Practice, U.S. Department of the Treasury, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Systems exempted from certain provisions of the act: Exempt under Subsection (k)(2), 31 C.F.R. 1.36

Treasury/OS 00.183

System name: Private Relief Tax Bill Files—Office of the Assistant Secretary for Tax Policy—Treasury/OS.

System location: Room 4028, Main Treasury Building, 15th Street and Pennsylvania Avenue, Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals who have had private relief tax bills introduced in Congress on their behalf.

Categories of records in the system: Congressional Committee or OMB request for Treasury views on proposed legislation, plus comments on proposal from offices or bureaus of Treasury, plus the Internal Revenue Service data concerning the issues involved and that unit's recommendation, and the report of the Treasury on the Bill.

Authority for maintenance of the system: 5 U.S.C. 301. A function of the Office of the Assistant Secretary for Tax Policy and the Office of the Tax Legislative Counsel is to coordinate legislative work in the tax field that concerns Treasury and to advise the Secretary with respect thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: System is used to furnish reports and testimony to Congress or OMB. For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: System manager(s) and address: Tax Legislative Counsel, Room 4028, Main Treasury Building, 15th Street and Pennsylvania Avenue, Washington, D.C. 20220.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: The Departmental Disclosure Office, Room 1314 Main Treasury Building, 15th and Pennsylvania Avenue, NW, Washington, DC 20220.

Contesting record procedures: Submit requests to the Departmental Disclosure Officer at the above address.

Record source categories: Principally the Congress and the Internal Revenue Service.

Treasury/GFO 00.001

System name: Administrative Records—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: Bureau personnel.

Categories of records in the system: (1) Civil Defense Cards, (2) Motor Vehicle Drivers Permits, (3) Distribution List of individuals requesting various Treasury publications, (4) Motor Vehicle Accident Reports, (5) Parking Permits, (6) Treasury Credentials.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to provide information on holders of Civil Defense Cards, drivers permits, parking permits, accident reports, credentials and for servicing public on Treasury publications. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hardcopy.

Retrievability: By name.

Safeguards: Locked containers.

Retention and disposal: (1) Destroy upon resignation, retirement or transfer; Hold—Individual no longer assigned relocation duties. (2) Destroy 3 years from date of separation or 3 years after rescission of authorization. (3) Destroy when superseded. (4) Indefinitely. (5) Destroy when superseded. (6) Destroy upon retirement, resignation or transfer.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974.

Contesting record procedures: See Access above.

Record source categories: Bureau personnel.

Treasury/GFO 00.002

System name: Payment issue records for regular recurring benefit payments—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: (1) Beneficiaries of Title II of the Social Security Act, (2) Beneficiaries of Title XVI of the Social Security Act, (3) Beneficiaries of the Civil Service Retirement System, (4) Beneficiaries of the Railroad Retirement System, (5) Beneficiaries of the Foreign Service Retirement System, (6) Holders of Series H Bonds (interest payment).

Categories of records in the system: Payment issue records for regular recurring benefit payments showing name, check number and symbol, or other identification, address, account number, payment amount, and date of issuance for each of the categories of individuals listed above.

Authority for maintenance of the system: 5 U.S.C. 301; E.O. 6166, June 10, 1933.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Payment issue verification for banking industry, Federal investigative agencies, Division of Check Claims of this bureau, and Departments and agencies for whom payments are made, and payees. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Microfilm-magnetic tape for categories of individuals 1 through 6.

Retrievability: By account number.

Safeguards: Held in secure buildings.

Retention and disposal: Indefinitely.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR, Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974. Telephone 202-566-8707.

Contesting record procedures: See Access above.

Record source categories: Vouchers certifications by departments and agencies for whom payments are made.

Treasury/GFO 00.003

System name: Claims and Inquiry Records on Treasury checks, U.S. currencies, and International claimants—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: (1) Payees and holders of Treasury checks, (2) Holders of mutilated currency, (3) Claimants awarded benefits under War Claims Act and International Claims Settlement Act of 1949.

Categories of records in the system: (1) Treasury check claim file: Treasury check, claim of payee with name and address, settlement action taken. (2) Mutilated currency claim file: Mutilated currency, name of bank assisting claim of individual, settlement action taken. (3) Awards for claims for losses sustained by individuals.

Authority for maintenance of the system: 5 U.S.C. 301; (1) For Treasury check claims—31 U.S.C. 71 with delegation of authority from Comptroller General of the U.S.; (2) Mutilated currency claims—31 CFR 100; (3) International claims—50 U.S.C. 2012; 22 U.S.C. 1627, 1641, 1642.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Check Claims—Information is used routinely by the Division of Check Claims and by indorsers on checks having liability, Federal agencies, State and Local Law enforcment agencies, General Accounting Office, Congressional offices and media assistance offices on behalf of payee claimants. (2) Mutilated Currency Claims—Information is furnished to the Internal Revenue Service for claims of 5000 dollars or more claimants, banks, state and local enforcement agencies. (3) International Claims—Information in files is used by employees of the Division of Financial Management, claimants (awardees) and their representatives; Foreign Claims Settlement Commission, and congressmen (4) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: (1) Claim file folders, Card checks, microfilm. (2) Correspondence files. (3) Claim file folders.

Retrievability: (1) Name of payee and check number and symbol. (2) Alpha cross-reference to case number. (3) Name of claimant or alpha reference to claim number.

Safeguards: (1) Secured building, (2) Secured building, (3) Secured files in secured building.

Retention and disposal: (1) Claim files and checks; six years seven months; Microfilm—indefinitely. (2) Seven years. (3) Indefinitely.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974. Telephone 202-566-8707.

Contesting record procedures: See Access above.

Record source categories: (1) Individual payees of Treasury checks, indorsers of Treasury checks, investigative agencies, disbursing officers issuing checks, contesting claimants. (2) Individual owners of mutilated currencies, commercial banks. (3) Awards certified to Treasury for payment by Foreign Claims Settlement Commission.

Treasury/GFO 00.004

System name: Freedom of Information Requests—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: Individuals requesting information.

Categories of records in the system: Correspondence pursuant to the Freedom of Information Act, internal processing documents and memoranda, referrals and copies of requested records.

Authority for maintenance of the system: Freedom of Information Act, 5 U.S.C. 552. 31 CFR Part 1.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For reporting requirements as required by the Act; to respond to other Department officials who request information regarding persons making a FOI request; evaluation purposes and determination of volume of requests received and the impact on the current workload; preparation of budget; disclosures in accordance with Freedom of Information Act, to other agencies when required for coordination of response or referral; to Department of Justice for defending law suits; to Congressional Committees; for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders.

Retrievability: By name of requester(s) and date of request.

Safeguards: Filed in filing cabinet and released only to individuals with legitimate right to review.

Retention and disposal: In accordance with the provisions of the Act and Departmental records management procedures.

System manager(s) and address: Special Assistant (F.O.I.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: See system manager.

Record access procedures: See system manager.

Contesting record procedures: See system manager.

Record source categories: Individuals who make Freedom of Information Act requests. Federal officials responding to Freedom of Information Act requests and documents from official records.

Treasury/GFO 00.005

System name: GFO Personnel Records—Treasury/GFO.

System location: Bureau of Government Financial Operations, Penn. Ave. and Madison Place, N.W., Washington, D.C. 20226.

Categories of individuals covered by the system: All Employees of Bureau (Separated employees—in certain cases) and applicants.

Categories of records in the system: (A) Official Personnel Folder, (B) Personnel Roster, (C) Logs of SF-52's, (D) Locator Cards, (E) Chronological Journal File, (F) Service Record Card (SF-7), (G) Correspondence File, (H) Written Verifications of Employment, (I) Roster of Retirement Eligibles, (J) Summary of Training (Card File), (K) Training Course Nominations, (L) Evaluation of Training Program, (M) Tuition Assistance Files, (N) GED Test Scores, (O) Executive Development File, (P) Position Listings, (Q) Position Descriptions with Evaluation Statements, (R) Personnel Management Evaluation Survey Reports, (S) Position Maintenance Reviews, (T) Applicant Supply File, (U) Suitability File, (V) Incentive Awards Record, (W) Request for Certification File, (X) Merit Promotion File, (Y) Exit Interview File, (Z) Skills and Appraisal File, (AA) Statistical Reports—(Which Show Names) (1) Personnel Status Report, (2) Monthly Retiree Report, (3) Monthly EEO report, (4) Direct Hire Authority Report, (BB) Registers Worked File, (CC) Statements of Employment and Financial Interest.

Authority for maintenance of the system: Executive Order 10561 dated 9-13-54, Federal Personnel Manual, and Title 5 of US Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A—(1) Process Personnel Actions, (2) Verifying Service Computation Date, (3) Evaluating Qualifications for Promotion. B—(1) Compile Statistical Reports, (2) For Budget and Manpower Planning, (3) For Promotion Information, (4) Verification of Employment. C—(1) Control of Processing SF-52's, (2) Verify Receipt and Non Receipt of SF-52's. D—(1) Emergency Notifications, (2) Listing for Bureau Phone Directory, (3) Verification of Employment. E—(1) Regulatory Audits, (2) Personnel Management Evaluations, (3) Compilation of Data for Statistical Reports on Personnel Actions. F—(1) Tickler System, (2) A Comprehensive and Continuing Record of each Employee's Status, Skills, etc., (3) Control over budgeted positions both filled and vacant, (4) Cards on Separated Employees are used to verify prior employment. G—(1) Data for Statistical Reports, (2) Reference of prior actions. H—(1) Verify current or past employment. I—(1) Retirement Planning Program, (2) Projected Staffing Plans. J-K-L-M-N—(1) Record of all training—used for reference by Employment Development Specialist for planning future training as needed. O—(1) Reference by Appraisal Committee and Employee Development. P-Q—(1) Documented duties of employees for original allocated positions. R—(1) Audit and Evaluation of programs and specific positions. S—(1) Official Record of annual review of positions required by FPM. T—(1) Current Source of Recruitment. U—(1) Reconstruction of case if appealed or grieved, (2) Assure continuity in handling troubled employees, (3) Document positive efforts made to rehabilitate employees, (4) Serve as source documents for suspensions or reprimands as cases warrant. V—(1) Quarterly and Annual Reports, (2) Used as reference to assure approval of an award or amount of award consistent with regulations. W—(1) Used as statistical base for planning future recruitment activities and reports for Fiscal Year. X—(1) Reconstruction of actions if appeal is filed, (2) Assure compliance with FPM regulations. Y—(1) Annual statistical report of turnover rate and reasons for leaving, (2) Obtain feedback from supervisors on advisability of rehiring. Z—(1) To determine skills and employee performance. AA—(1) Maintenance of records for reporting and informational purposes. BB—(1) Maintain records of recruitment activities for staffing reports, (2) Used to assure compliance with CSC regulations. CC—(1) Used to determine conflict of interest or possible conflict of interest. DD—For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Hard copy and Magnetic Storage.

Retrievability: Alphabetically by name—also in some instances by organization, then social security number.

Safeguards: Personnel Records are locked when unattended—Access is limited to Personnel Employees, Supervisors, Promotion Panels, Investigators from CSC, etc., Top Management, and members of Fair Employment Staff.

Retention and disposal: Records are maintained and disposed of in accordance with General Services Administration Schedule.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual. Telephone: 202-566-8707.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974.

Contesting record procedures: See Access above.

Record source categories: Applicant Personnel Action Forms (SF-50), SF-171 (Completed by applicant), Payroll Actions References, Educational Institutions, etc.

Treasury/GFO 00.006

System name: Identification files on individuals cashing Treasury checks at the U.S. Treasury—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: All individuals not employed by the Treasury Department cashing Treasury checks.

Categories of records in the system: (1) Identifying information by name, address, date of birth, social security number, and agency responsible for issuance of check. (2) Film records with picture and other identification.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Identification for check cashing purposes. (2) Identification for check cashing purposes and for apprehension of forgers. (3) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper file in individual's handwriting; Film.

Retrievability: By name; By identification number and date.

Safeguards: Locked files; By contractor in secured building.

Retention and disposal: Indefinite.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974.

Contesting record procedures: See Access above.

Record source categories: Government Departments and Agencies requiring services of Treasury Department for issuance and payment of Treasury checks.

Treasury/GFO 00.011

System name: Individual Retirement Cards, SF2806—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: Employees of the Bureau.

Categories of records in the system: Individual retirement cards maintained to record annual contribution to the Retirement Fund of each employee.

Authority for maintenance of the system: 5 U.S.C. 8707; 5 CFR 831.102

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by the Bureau to record annual contribution to the Retirement Fund. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Card.

Retrievability: By name.

Safeguards: All persons requesting information are screened.

Retention and disposal: Retained for tenure of employment then transferred to CSC or other Government agency.

System manager(s) and address: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above or telephone him at the following number 202-566-8707. All individuals are urged to examine the rules of the U.S. Department of the Treasury concerning requirements of this Department with respect to the Privacy Act of 1974.

Contesting record procedures: See Access above.

Record source categories: Bureau personnel office.

Treasury/GFO 00.007

System name: Payroll & Pay Administration—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: All Employees of Bureau & Separated Employees.

Categories of records in the system: (A) Official Payroll Folder—(1) Levy & Garnishment Records; (2) SF-1192—Savings Bond Authorization; (3) SF-1198—Allotment of Pay to Saving Account; (4) SF-1189—Payment of Wages to Financial Organization; (5) Copies of SF-50—Notification of Personnel Action; (6) Withholding Tax Exemptions; (7) Copy of Health Benefit Designation; (8) Copy of Life Insurance Forms; (9) Payroll Change Slips; (10) Combined Federal Campaign Designations; (11) Copy of SF-1150. (B) Time & Attendance Reports (TUS-430)—(1) SF-71 Request for Leave; (2) Court Leave Documents; (3) Request for Advancement of Leave. (C) Payroll Comprehensive Listing—(1) Current Payment Information; (2) Record of Leave Earned and Used; (3) All Deductions from Pay; (4) Personnel Information such as Grade, Step, Salary, Title, Date of Birth, Social Security Number, Veterans Preference, Tenure, etc. (D) Payroll Control Registers.

Authority for maintenance of the system: Title 5—Pay, Leave & Allowances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (A) Payroll Preparation; (B) Issuance of W-2 Forms for Tax Purposes; (C) For additional routine uses see Appendix AA. Disclosure permitted to Federal Agencies and to State and Local Agencies for tax purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Records are stored, maintained and disposed of in accordance with General Services Administration Schedules.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974. Telephone 202-964-8707.

Contesting record procedures: See Access above.

Record source categories: From individual Bureau employees.

Treasury/GFO 00.008

System name: Personnel Security Records—Treasury/GFO.

System location: Bureau of Government Financial Operations, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Categories of individuals covered by the system: Employees and applicants for position in the bureau.

Categories of records in the system: Results of full field investigations, national agency checks and written inquiries, and other limited investigations.

Authority for maintenance of the system: Title 5, U.S.C., Chap 73, Executive Order 10450 as amended, and Treasury Order 82.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are reviewed for purpose of granting clearances for employees to occupy nonsensitive and sensitive positions. Users—Federal Agencies, Federal, State and Local Law Enforcement Agencies. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: The records are hard copy, filed alphabetically by name and stored in a safe cabinet secured with a combination lock. Access to the records is restricted to key personnel who have been granted clearances to occupy critical-sensitive positions. The records on employees are retained by the bureau during their employment. The records on applicants not selected and separated employees are returned to the investigating agency.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual. Telephone 202-566-8707.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the System Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974.

Contesting record procedures: See Access above.

Record source categories: Sources are applicants, employers, former employers, references, fellow workers, neighbors, educational authorities, military records, police and criminal records, credit records and others as required.

Treasury/GFO 00.012

System name: Precomplaint Counseling and Complaint Activities—GFO.

System location: B/GFO—U.S. Treasury Department, Treasury Annex No. 1 Madison Place & Penna. Ave., N.W. Washington, D.C. 20226.

Categories of individuals covered by the system: Employees seeking services of EEO Counselors.

Categories of records in the system: Monthly precomplaint activity reports from twelve Disbursing Centers and Headquarters.

Authority for maintenance of the system: 5 U.S.C. 7154; 42 U.S.C. 200e-16; E.O. 11478; and 5CFR 713.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to keep records on EEO Counseling activities for monthly submission to Treasury.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinet.

Retrievability: Filed by station and date of receipt.

Safeguards: Staff supervision during day. Records under lock and key.

Retention and disposal: Reports destroyed at the end of four years.

System manager(s) and address: Special Assistant (P.A.): Bureau of Government Financial Operations, Treasury Annex No. 1, Madison Place & Penna. Ave., N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the PRIVACY ACT of 1974 shall be addressed to the System Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974.

Contesting record procedures: See Access above.

Record source categories: Monthly submissions by Disbursing Centers and Headquarters.

Treasury/GFO 00.009

System name: Postal Savings Deposits—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: Postal Savings depositors.

Categories of records in the system: (1) Account cards of Open Deposits. (2) Paid cases from 1967. (c) Record of reissued certificates.

Authority for maintenance of the system: 39 U.S.C. 5225-5229; 31 CFR 257.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For payment by depositors, legal representatives, heirs; Internal Revenue Service Inspectors for tax purposes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filing system.

Retrievability: Name, account number, within Post Office, City, State, by Postal Data Center.

Safeguards: In secured filing system. Accessible only to office personnel.

Retention and disposal: Closed cases; disposed after payment (10 yrs). Open accounts; indefinitely.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974. Telephone 202-566-8707.

Contesting record procedures: See Access above.

Record source categories: Records received from the Post Office Department.

Treasury/GFO 00.010

System name: Records of Accountable Officers' authority with Treasury—Treasury/GFO.

System location: Bureau of Government Financial Operations, U.S. Department of the Treasury, Washington, D.C. 20226.

Categories of individuals covered by the system: (1) Disbursing Officers; (2) Certifying Officers; (3) Agent Cashiers; (4) Designated Agents.

Categories of records in the system: Records are maintained on the above listed accountable officers showing the designation or removal of the officer to act in the specified capacity pursuant to a proper authorization.

Authority for maintenance of the system: 5 U.S.C. 301; E.O. 6166, June 10, 1933.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Banking institutions, Federal Reserve Banks, Government agencies and other bureaus and offices of the Treasury Department for verification of information on authority of accountable officers to determine propriety of actions taken by such individuals. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Card files.

Retrievability: By name.

Safeguards: Held in secured buildings. Disbursing Officers file is locked.

Retention and disposal: Indefinitely.

System manager(s) and address: The Systems Manager is: Special Assistant (P.A.), Bureau of Government Financial Operations, U.S. Department of the Treasury, Room 600, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries under the Privacy Act of 1974 shall be addressed to the Systems Manager as shown above. All individuals making inquiries should provide with their request as much descriptive matter as is possible to identify the particular record desired. The Systems Manager will advise as to whether this bureau maintains the record requested by the individual.

Record access procedures: Individuals requesting information under the Privacy Act of 1974 concerning procedures for gaining access or contesting records should write to the Systems Manager at the address shown above. All individuals are urged to examine the rules of the U.S. Department of the Treasury published in 31 CFR Part 1, Subpart C concerning requirements of this Department with respect to the Privacy Act of 1974.

Contesting record procedures: See Access above.

Record source categories: Government Departments and Agencies requiring services of Treasury Department for issuance and payment of Treasury checks.

Treasury/ATF 00.001

System name: Administrative Record System-Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Components of this record system are geographically dispersed throughout the Bureau's field offices. For nearest office location, see addresses listed Appendix E-1.

Categories of individuals covered by the system: (1) Present employees of the Bureau of ATF. (2) Former employees of the Bureau of ATF. (3) Claimants against the Bureau of ATF.

Categories of records in the system: (1) Accident Report—non-vehicle (2) Accident Report—Vehicle (3) Accountability records for Government property (4) Credit card purchases (5) Disability reports (6) Fatality reports (7) Motor pool records (8) Injury reports (9) Motor vehicle operator's records. (10) Chief Counsel and Regional Counsel memoranda and opinions.

Authority for maintenance of the system: (1) Federal Claims Collection Act (2) Federal Employees Compensation Act (3) Federal Property and Administration Services Act of 1949 as amended. (4) Federal Tort Claims Act (5) Military Personnel and Federal Employees Claim Act (6) Occupational Safety and Health Act of 1970 (7) Small Claims Act. (8) 5 U.S.C. 1302, 3301, 3302.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of this system is to provide administrative services for the Bureau; to maintain administrative records as required by law or regulation; and to be used in the adjudication of any claims for or against the Bureau. When required or authorized by statute, regulation, or executive order, information in the record system is made available to members of the public or employees of other government agencies.

A record in this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information if necessary to obtain information relevant to an agency decision concerning the letting of a contract, grant or other benefit.

A record in this system of records may be disclosed to a federal agency, in response to its request, in connection with the letting of a contract, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

A record in this system may be disclosed as a routine use to Officers and employees of the Department of the Treasury who have a need for the record in the performance of their duties; Local, state and Federal law enforcement agencies; Local, state and Federal regulatory agencies; Members of the public, employees of other Governmental agencies, or members of news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set forth under 28 C.F.R. Part 50.2; 5 U.S.C. 552 and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms). For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in security filing cabinets. Inactive records stored in file folders at Federal Records Centers.

Retrievability: Records are retrievable by name of individual.

Safeguards: Direct access restricted to personnel in Department of the Treasury in the performance of their duty. Transmitted to routine users on a need to know basis or where a right to access is established, and to others upon verification of the substance and propriety of the request. Stored in lockable metal file cabinets in rooms locked during non-duty hours.

Retention and disposal: Records are retained in accordance with General Services Administration General Records Schedules Numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms records control schedules numbers 101 and 201 and disposed of by shredding or burning.

System manager(s) and address: Chief, Administrative Services Division Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20226.

Notification procedure: Inquiries should be addressed to: Privacy Act Request, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Requests may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Record access procedures: Requests for access to records made by mail should be addressed to: Privacy Act Request, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C.

Requests may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226

Appeals of determinations refusing amendment of records should be addressed to: Privacy Act Appeal, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226

Appeals may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C.

Contesting record procedures: See Access above.

Record source categories: (1) Administrative records.(2) Claimants.(3) Doctors.(4) Employee records.(5) Fiscal records.(6) Former employees of the Bureau of ATF.(7) Former employers. (8) General Services Administration.(9) Individuals who have information relevant to claims.(10) Inspections records.(11) Internal Investigation reports.(12) Police reports.(13) Present employees of the Bureau of ATF.(14) Supervisors.(15) Witnesses.

Treasury/ATF 00.002

System name: Correspondence Record System—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.Components of this record system are geographically dispersed throughout the Bureau's field offices. For nearest office location, see address listed Appendix E-1.

Categories of individuals covered by the system: (1) Persons who correspond with the Bureau requesting information relating to Bureau personnel. (2) Persons who correspond with the Bureau requesting information relating to Bureau activities. (3) Persons who correspond with the Bureau requesting rulings, interpretations, or technical and scientific matters of a general nature. (4) Persons who correspond with others and whose correspondence is referred to ATF for response. (5) Persons referred to in correspondence with the Bureau. (6) Authors and publishers of technical and scientific matters relating to Bureau activities.

Categories of records in the system: Correspondence with individuals who contact the Bureau requesting information relating to Bureau personnel and/or activities, Chief Counsel and Regional Counsel memoranda and opinions.

Authority for maintenance of the system: 5 U.S.C. 301, E.O. 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of the system is to record the nature of reponses made to general public; to maintain a record of responses to individuals who correspond with the Bureau. When required or authorized by statute, regulation, or Executive Order, information in the record system is made available to members of the public or employees of other Government agencies. A record in this system may be disclosed as a routine use to: officers

and employees of the Department of the Treasury who have a need for the record in the performance of their duties, members of the public, employees of other governmental agencies, or members of the news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set out under 28 C.F.R. Part 50.2; 5 U.S.C. 552 and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms). For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in security filing cabinets. Inactive records stored in file folders at Federal Records Centers.

Retrievability: Records are retrieved by name, subject matter and date of correspondence.

Safeguards: Transmitted to routine users on a need to know basis. Stored in lockable file cabinets in rooms locked during non-duty hours.

Retention and disposal: Records are retained in accordance with General Services Administration General Records Schedules numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms Records Control Schedules numbers 101 and 201 and disposed of by shredding or burning.

System manager(s) and address: Assistant to the Director (Public Affairs) Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries should be addressed to: Privacy Act Request, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226. Requests may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Record access procedures: Requests for access to records made by mail should be addressed to: Privacy Act Request, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226. Requests may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C.

Appeals of determinations refusing amendment of records should be addressed to: Privacy Act Appeal, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Appeals may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C.

Contesting record procedures: See Access above.

Record source categories: Persons who correspond with the Bureau on general, technical or scientific matters.

Treasury/ATF 00.003

System name: Criminal Investigation Report System—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226. Components of this record system are geographically dispersed throughout Bureau of Alcohol, Tobacco and Firearms' field offices. For nearest location, see addresses listed Appendix E-1.

Categories of individuals covered by the system: (1) Criminal offenders or alleged criminal offenders acting alone or in concert with other individuals and suspects who have been or are under investigation for a violation or suspected violation of laws enforced by the Bureau. (2) Criminal offenders or alleged criminal offenders acting alone or in concert with individuals who have been referred to the Bureau of Alcohol, Tobacco and Firearms by other law enforcement agencies, govermental units and the general public. (3) Informants. (4) Persons who come to the attention of the Bureau in the conduct of criminal investigations. (5) Persons who have been convicted of a crime punishable by imprisonment for a term exceeding one year and who have applied for relief from disabilities under Federal law with respect to the acquisition, receipt, transfer, shipment, or possession of firearms and explosives and whose disability was incurred by reason of such conviction. (6) Victims of crimes. (7) Witnesses.

Categories of records in the system: (a) Records containing information compiled for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrest, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status; (b) Records containing information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; (c) Records containing reports identifiable to an individual compiled at various stages of the process of enforcement of criminal laws from arrest or indictment through release from supervision; (d) Records compiled and maintained by the Bureau as generally described in (a), (b), and (c) above including the following: (1) Abandoned property reports. (2) ATF Criminal Investigation Reports (not resulting in formal prosecution reports). (3) ATF referrals to foreign, Federal, State, and local law enforcement agencies. (4) Chief and Regional Counsel opinions. (5) Contemporaneous investigative notes. (6) Criminal investigatory correspondence from and to foreign, Federal, State and local law enforcement agencies. (7) Criminal intelligence information on individuals suspected to be violating ATF laws and regulations. (8) Documentary proof of defendant's criminal record; identity; or lack or registration of N.F.A. (as amended) firearm(s). (9) FBI Criminal Record Reports. (10) Fingerprints and palmprints. (11) Fugitive arrest warrants. (12) Handwriting exemplars. (13) Index cards, violation and reputation. (14) Illicit liquor and raw material surveys. (15) Laboratory reports of evidence analysis. (16) Memoranda of expected testimony of witnesses. (17) Organized crime members violating or suspected of violating ATF laws. (18) Parole and pardon reports. (19) Personal histories (address, employment, social security number, financial background, physical descriptions, etc.). (20) Photographs. (21) Purchase of evidence records. (22) Records of electronic surveillance by ATF. (23) Records received in response to summons and subpoenas. (24) Reliefs from disability. (25) Reports of interview with witnesses. (26) Search warrants and affidavits for search warrants. (27) Seized property reports. (28) Significant criminals, armed and dangerous, firearms, explosives, liquor, and wagering. (29) Special agent's daily activity diary (accessible by date only). (30) State and local law enforcement criminal investigative reports. (31) Statements of defendants. (32) Statements of witnesses. (33) Summons and subpoenas issued pursuant to criminal investigations. (34) Voice prints. (35) Wagering tax suspected violators. (36) Warning and demand letters. (37) Criminal violation reports (a formal report compiling all or portions of the foregoing for prosecutive purposes).

Authority for maintenance of the system: (1) 26 U.S.C. Chapters 35 and 40. (2) 26 U.S.C. Chapters 51 and 52. (3) 26 U.S.C. Chapters 53, as amended. (4) 26 U.S.C. Chapters 61 through 80, as amended. (5) 27 U.S.C. Chapter 8, as amended, (Federal Alcohol Administration Act). (6) 18 U.S.C. Chapter 40. (7) 18 U.S.C. Chapter 44. (8) 18 U.S.C. Chapter 59 (9) 18 U.S.C. App. 1201-1203 (Title VII of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by Title III of the Gun Control Act of 1968). (10) 22 U.S.C. section 414, (Mutual Security Act of 1954, as amended). (11) 5 U.S.C. sections 901 and 903, 5 U.S.C. App. (Reorganization Plan of 1950), Treasury Order 221, 5 U.S.C. section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of this system is to suppress traffic in illicit untaxpaid distilled spirits; to enforce the Federal laws relating to the illegal possession and use of firearms, destructive devices, explosives, explosive materials, and wagering activities; and to assist Federal, State, local and foreign law enforcement agencies in reducing crime and violence. When required or authorized by statute, regulation, or Executive Order, information in the record system is made available to members of the public or employees of other Government agencies.

A record in this system may be disclosed as a routine use to: officers and employees of Department of the Treasury who have a need for the record in the performance of their duties; personnel of Department of Justice and other agencies, Federal, State, and local, foreign and domestic, having prosecutive and civil law enforcement functions; attorneys, magistrates, and judges; and parole and probation authorities for the purpose of prosecuting, sentencing and determining the parole and probation status of criminal offenders or suspected criminal offenders; Personnel of other Federal, State and local law enforcement agencies, foreign and domestic, for the purpose of developing information on subjects involved in Bureau criminal investigations and for assisting law enforcement agencies in the investigation and prosecution of violations of the criminal laws those agencies are responsible for enforcing; Personnel of Federal, State, and local governmental agencies, where such referral is considered reasonably necessary for the purpose of furthering Bureau efforts to investigate the activities of and apprehend criminal offenders and suspected criminal offenders; Personnel of Federal, State and local governmental agencies, foreign and domestic, where there is a showing of reasonable necessity to obtain such information to accomplish a valid law enforcement purpose; Employees and officials of financial and commercial business firms and private individuals for identification purposes pertaining to actual or suspected criminal offenders

where it is considered reasonably necessary for the purpose of furthering Bureau efforts to investigate the activities of, and when appropriate, to apprehend, criminal offenders and suspected criminal offenders; Defense attorneys under Discovery Procedures; Members of the public, employees of other governmental agencies, or members of the news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set out under 28 C.F.R. Part 50.2; 5 U.S.C. 552, and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms). For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in security filing cabinets. Inactive records stored in file folders at Federal Records Centers. Records also stored on magnetic tape at ADP Division, Technical and Scientific Services Branch of Bureau Headquarters and at the IRS Data Center, Detroit, Michigan. Records are stored in on-line mass computer storage at San Diego, California. (Treasury Enforcement Communications System.)

Retrievability: Records are retrievable by name, date of birth, social security number, unique identifier, investigation number, serial number of firearm, or a combination of any of these; plus date and geographical location of incident giving rise to investigation.

Safeguards: Direct access restricted to personnel in Department of Treasury in the performance of their duty. Transmitted to routine users on a need to know basis and to others upon verification of the substance and propriety of the request. Stored in lockable file cabinets in rooms locked during non-duty hours.

Retention and disposal: Records are retained in accordance with General Services Administration General Records Schedules numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms Records Control Schedules numbers 101 and 201 and disposed of by shredding or burning. Records on tape or on-line mass storage are disposed of by degaussing.

System manager(s) and address: Assistant Director (Criminal Enforcement), Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Notification procedure: The Director of the Bureau of Alcohol, Tobacco and Firearms has exempted this system of records from compliance with the provisions of 5 U.S.C. 552a (e) (4) (G).

Record access procedures: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempted from compliance with the provisions of 5 U.S.C. 552a (e) (4) (H).

Contesting record procedures: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempted from compliance with the provisions of 5 U.S.C. 552a (e)(4)(H).

Record source categories: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempt from compliance with the provisions of 5 U.S.C. 552a (e)(4)(I).

Systems exempted from certain provisions of the act: System exempted from certain provisions of the Act: Proposed to be exempted elsewhere in the Federal Register.

Treasury/ATF 00.004

System name: Fiscal Record System—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvanina Avenue, N.W., Washington, D.C. 20226. Components of this record system are geographically dispersed throughout the Bureau's field offices. For nearest office location, see addresses listed Appendix E-1.

Categories of individuals covered by the system: (1) Present employees. (2) Former employees. (3) Recipients of rewards. (4) Vendors furnishing goods and services to the Bureau.

Categories of records in the system: (1) Advance of Funds. (2) Agreements. (3) Contracts. (4) Designated Agents or recommended Designated Agents. (5) Designated timekeepers and alternates. (6) Employee pay records. (7) Purchase Orders. (8) Payment vouchers. (9) Time and attendance records. (10) Travel and moving vouchers. (11) Travel request and authorization. (12) Chief Counsel and Regional Counsel memoranda and opinions.

Authority for maintenance of the system: (1) 5 U.S.C. sections 901 and 903, 5 U.S.C. App. (Reorganization Plan No. 26 of 1950), Treasury Order 221; 5 U.S.C. section 301. (2) E.O. 6166 (amended).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of this system is to provide fiscal services to employees of the Bureau and former employees of the Bureau; to record fiscal information as required by law and regulations; to prevent unauthorized disclosures; to provide accountability for government funds. When required or authorized by statute, regulation, or Executive Order, information in the record system is made available to members of the public or employees of other government agencies.

A record in this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as the letting of a contract, grant or other benefit.

A record in this system of records may be disclosed to a federal agency, in response to its request, in connection with the letting of a contract, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

A record in this system may be disclosed as a routine use to: officers and employees of the Department of the Treasury who have a need for the record in the performance of their duties, Employee of the General Accounting Office for review, Vendors of contractual services to the Bureau, members of the public, employees of other governmental agencies, or members of news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set forth under 28 C.F.R. Part 50.2; 5 U.S.C. 552 and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms); local, state and Federal law enforcement agencies; local, state and Federal regulatory agencies; for additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in security filing cabinets. Inactive records stored in file folders at Federal Records Centers. Records also stored on magnetic tape at the IRS Data Center, Detroit, Michigan.

Retrievability: Records are retrievable by name, date of birth, social security number, employee identification number, or a combination of any of these four.

Safeguards: Direct access restricted to personnel in Department of Treasury in the performance of their duty. Transmitted to routine users on a need to know basis or where a right to access is established, and to others upon verification of the substance and propriety of the request. Stored in lockable file cabinets in rooms locked during non-duty hours.

Retention and disposal: Records are retained in accordance with General Services Administration General Records Schedules numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms records Controls Schedules numbers 101 and 201 and disposed of by shredding or burning. Records stored on tapes, discs or in on-line mass storage, are disposed of by degaussing.

System manager(s) and address: Chief, Fiscal Division, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Notification procedure: Inquiries should be addressed to: Privacy Act Request, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.Requests may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C.

Record access procedures: Requests for access to records made by mail should be addressed to: Privacy Act Request, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.Requests may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C.

Appeals of determinations refusing amendment of records should be addressed to: Privacy Act Appeal, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226. Appeals may be delivered personally to Room 2232, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C.

Contesting record procedures: See Access above.

Record source categories: (1) Former employees of the Bureau of ATF. (2) IRS Data Center. (3) Present employees of the Bureau of ATF. (4) Surviving spouse of deceased personnel. (5) Vendors of necessary goods and services for operations of Bureau of ATF.

Treasury/ATF 00.005

System name: Freedom of Information Requests—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Categories of individuals covered by the system: Individuals requesting information.

Categories of records in the system: Correspondence pursuant to the Freedom of Information Act, internal processing documents and memoranda, referrals and copies of requested records, and Chief Counsel and Regional Counsel memoranda and opinions.

Authority for maintenance of the system: Freedom of Information Act, 5 U.S.C. 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For reporting requirements as required by the Act; to respond to other Department officials who request information regarding persons making a FOI request; evaluation purposes and determination of volume of requests received and the impact on the current workload; preparation of budget; disclosures in accordance with Freedom of Information Act, to other agencies when required for coordination of response or referral; to Department of Justice for defending law suits; to Congressional Committees; for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders.

Retrievability: By name of requester(s) and date of request.

Safeguards: Filed in filing cabinet and released only to individuals with legitimate right to review.

Retention and disposal: In accordance with the provisions of the Act and Departmental records management procedures.

System manager(s) and address: Assistant to the Director (Disclosure), Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Notification procedure: See system manager.

Record access procedures: See system manager.

Contesting record procedures: See system manager.

Record source categories: Individuals who make Freedom of Information Act requests. Federal officials responding to Freedom of Information Act requests and documents from official records.

Treasury/ATF 00.006

System name: Internal Security Record System—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Categories of individuals covered by the system: (1) Present employees of the Bureau of ATF. (2) Former employees of the Bureau of ATF. (3) Applicants for employment.

Categories of records in the system: (1) Records containing investigative material compiled for law enforcement purposes including reports relating to: (a) conduct of employees. (b) integrity of employees. (2) Records containing investigative material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or access to classified information including reports relating to security clearances of employees.

Authority for maintenance of the system: (1) 18 U.S.C. 201 (2) E.O. 10450 (3) E.O. 11222

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system is used to assure the Bureau Director, the Department of the Treasury, and the public that the Bureau is taking strong and vigorous steps to maintain the highest standards of integrity, loyalty, conduct, and security among Bureau personnel. When a criminal investigation results in a compilation of information contained in this system, the information so compiled shall be transferred to the AT&F Criminal Investigation Report System and shall become a part of that system for all purposes of the Privacy Act of 1974.

A record in this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contact, or the issuance of a license, grant or other benefit.

A record in this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation to an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

A record in this system of records may be disclosed as a routine use to: officers and employees of the Department of the Treasury who have a need for the record in the performance of their duties; personnel of Department of Justice and other agencies, Federal, state, and local, foreign and domestic, having prosecutive and civil law enforcement functions; attorneys, magistrates, and judges; and parole and probation authorities for the purpose of prosecuting, sentencing, and determining the parole and probation status of criminal offenders or suspected criminal offenders; personnel of other Federal, state and local law enforcement agencies, foreign and domestic, for the purpose of developing information on subjects involved in Bureau criminal investigations and for assisting law enforcement agencies in the investigation and prosecution of violations of the criminal laws those agencies are responsible for enforcing; personnel of Federal, state and local governmental agencies, where such referral is considered reasonably necessary for the purpose of furthering Bureau efforts to investigate the activities of and apprehend criminal offenders and suspected criminal offenders; personnel of Federal, state and local governmental agencies, foreign and domestic, where there is a showing of reasonable necessity to obtain such information to accomplish a valid law enforcement purpose; employees and officials of financial and commercial business firms and private individuals for identification purposes pertaining to actual or suspected criminal offenders where it is considered reasonably necessary for the purpose of furthering Bureau efforts to investigate the activities of and apprehend criminal offenders and suspected criminal offenders; defense attorneys under Discovery Procedures; members of the public, employees of other governmental agencies, or members of the news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set out under 28 C.F.R. Part 50.2; 5 U.S.C. 552, and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms). For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in security filing cabinets. Inactive records stored in file folders at Federal Records Center.

Retrievability: Records are retrievable by name.

Safeguards: Direct access restricted to personnel in Department of the Treasury in the performance of their duty. Transmitted to routine users on a need to know basis and to others upon verification of the substance and propriety of the request. Stored in lockable metal file cabinets in rooms locked during non-duty hours.

Retention and disposal: Records are retained in accordance with General Services Administration General Records Schedules Numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms records control schedules numbers 101 and 201 and disposed of by shredding or burning.

System manager(s) and address: Assistant Director, Inspection, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue N.W., Washington, D.C. 20226.

Notification procedure: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempt from compliance with the provisions of 5 U.S.C. 552a (e) (4) (G).

Record access procedures: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempt from compliance with the provisions of 5 U.S.C. 552a (e) (4) (H).

Contesting record procedures: See Access above.

Record source categories: (1) Employees of this Bureau. (2) Internal Investigative report forms. (3) witnesses. (4) informants. (5) Federal, State and local enforcement agencies. (6) Employers. (7) Educational institutions. (8) Credit agencies. (9) Neighbors. (10) References. (11) Professional Organizations. (12) other government agencies.

Systems exempted from certain provisions of the act: Proposed to be exempted elsewhere in the Federal Register.

Treasury/ATF 00.007

System name: Personnel Record System—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226. Components of this record system are geographically dispersed throughout the

Bureau's field offices. For nearest office location, see addresses listed Appendix E—1.

Categories of individuals covered by the system: (1) Present Employees of the Bureau of ATF. (2) Former Employees of the Bureau of ATF. (3) Applicants for employment with ATF.

Categories of records in the system: (1) Allotment and Dues. (2) Annual Tax Reports. (3) Applicants for employment. (4) Applications for reassignment. (5) Awards, honors, and fellowship records. (6) Classification appeal records. (7) Death claim records. (8) Educational history. (9) Employee indebtedness records. (10) Employees qualified as Grievance Examiners. (11) Employee Suggestions. (12) Employee history. (13) Employee relations case file. (14) Equal employment opportunity case file. (15) Health maintenance records. (16) Insurance records. (17) Military history. (18) Occupational injuries, disabilities, and Worker's Compensation Records. (19) Official personnel folder. (20) Outside employment and identification numbers, business or professional records. (21) Outside employment. (22) Outside financial interests. (23) Overtime and/or Premium Pay records. (24) Performance evaluation records. (25) Personal history. (26) Pocket commission, badge number. (27) Position description records. (28) Promotion/Selection Certificates Records. (29) Property custody records. (30) Retirement records. (31) Security clearance records. (32) Statement of career goals. (33) Supervisory or managerial potential records. (34) Temporary assignments and details. (35) Time application reports and records. (36) Training record. (37) U.S. Savings Bond participation records. (38) Upward mobility applications. (39) Vehicle accidents. (40) Withholding tax records. (41) Work schedule records. (42) Chief Counsel and Regional Counsel memoranda and opinions.

Authority for maintenance of the system: (1) 5 U.S.C. Chapter 29, Subchapter II. (2) 5 U.S.C. Chapters 31 and 33. (3) 5 U.S.C. Chapter 43. (4) 5 U.S.C. Chapter 45. (5) 5 U.S.C. Chapter 51. (6) 5 U.S.C. Chapter 55, subchapter III. (7) 5 U.S.C. Chapter 61. (8) 5 U.S.C. Chapter 75. (9) 5 U.S.C. Chapter 83. (10) 5 U.S.C. Section 301. (11) 5 U.S.C. 4503. (12) 5 U.S.C. Section 5101—5115. (13) 5 U.S.C. Section 7151—7154. (14) 5 U.S.C. Section 7901. (15) P.L. 92—261 (Equal Employment Act of 1972). (16) P.L. 93—579. (17) Federal Employees Compensation Act. (18) Occupational Safety and Health Act of 1970. (19) Executive Order 10561. (20) E.O. 11222. (21) E.O. 11478. (22) E.O. 11491.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of this system is to provide personnel services to employees of the Bureau, former employees of the Bureau, and applicants for employment with the Bureau; to record personnel information as required by law and regulations; to prevent unauthorized disclosures; provide identification information in accident or medical emergency situations. When required or authorized by statute, regulations, or executive order, information in the record system is made available to members of the public, news media or other governmental agencies.

A record in this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

A record in this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

A record in this system maybe disclosed to the following as a routine use: (1) The Department of Labor; (2) Congressmen; (3) Equal Employment Opportunity Commission; (4) Members of the public, employees of other governmental agencies, or members of the news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set forth under 28 C.F.R. Part 50.2; 5 U.S.C. 552 and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms); (5) Officers and employees of Department of the Treasury who have a need for the record in the performance of their duties; (6) Federal, state and local law enforcement agencies; (7) Federal, state and local regulatory agencies. For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in security filing cabinets. Inactive records stored in file folders at Federal Records Centers. Records also stored on magnetic tape at the IRS Data Center, Detroit, Michigan. Records are stored in on—line mass computer storage at San Diego, California (Treasury Enforcement Communications System).

Retrievability: Records are retrievable by name, date of birth, social security number, employee identification number, or a combination of any of these four.

Safeguards: Direct access restricted to personnel in Department of Treasury in the performance of their duty. Transmitted to routine users on a need to know basis or where a right to access is established, and to others upon verification of the substance and propriety of the request. Stored in lockable file cabinets in rooms locked during non—duty hours.

Retention and disposal: Records are retained in accordance with General Services Administration General Records Schedules numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms Records Control Schedules numbers 101 and 201 and disposed of by shredding, burning or by degaussing.

System manager(s) and address: Assistant Director (Administration), Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Notification procedure: The Director of the Bureau of Alcohol, Tobacco and Firearms has exempted this system of records from compliance with the provisions of 5 U.S.C. 552a (e) (4) (G).

Record access procedures: The Director of the Bureau of Alcohol, Tobacco and Firearms has exempted this system of records from compliance with the provisions of 5 U.S.C. 522a (e) (4) (H).

Contesting record procedures: Same as access above.

Record source categories: (1) Administrative Records. (2) Applicants for employment with Bureau. (3) Acquaintances. (4) Business and professional associates. (5) Creditors. (6) Criminal records. (7) Educational institutions attended. (8) Employee records. (9) Equal Employment Opportunity Commission. (10) Financial institutions. (11) Fiscal records. (12) Former employees. (13) Former employers. (14) Inspection records. (15) Internal investigation reports. (16) Internal Revenue Service. (17) Military records. (18) Outside employers. (19) Physicians. (20) Police reports. (21) Position classification specialists. (22) Psychiatrists. (23) References. (24) Supervisors. (25) Training officers. (26) Unions, accredited. (27) U.S. Civil Service Commission. (28) Witnesses.

Treasury/ATF 00.008

System name: Regulatory Enforcement Record System—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226. Components of this system of records are also geographically dispersed throughout ATF's regional and field offices. For locations, see addresses of regional and field offices listed in Appendix E—1.

Categories of individuals covered by the system: (1) Individuals who have been issued permits or licenses, have filed applications with ATF, or have registered with ATF as: (a) Brewers; (b) Claimants for refund, abatement, credit, allowance or drawback of excise or special occupational taxes; (c) Collectors of firearms or ammunition; (d) Distillers, bonded warehousemen, rectifiers, or bottlers of distilled spirits; (e) Importers of firearms, ammunition or implements of war; (f) Importers or wholesalers of beer, wine or distilled spirits; distillers, rectifiers, bottlers, or warehousemen of distilled spirits; or wine producers; (g) Individuals engaged in wagering activities; (h) Individuals who produce, receive, blend, store or treat wine or distilled spirits for experimental or research purposes; (i) Individuals who establish experimental distilled spirits plants; (j) Limited retail dealers in beer or wine; (k) Liquor bottle manufacturers; (l) Manufacturers of stills; (m) Manufacturers, importers, or dealers of firearms or ammunition; (n) Manufacturers, importers, dealers, or users of explosive materials; (o) Manufacturers, proprietors of export warehouses or importers of tobacco products; (p) Nonbeverage drawback claimants; (q) Operators of pilot brewing plants; (r) Possessors of stills and related equipment; (s) Producers of wine for family use; (t) Proprietors of vinegar plants, fruit—flavor concentrate plants or class 6 bonded warehouses; (u) Proprietors of bonded wine cellars, bonded wineries, taxpaid wine bottling houses, or bonded wine warehouses; (v) Reprocessors or rebottlers of specially denatured spirits; (w) Retailers of beer, wine or distilled spirits; (x) Users of tax—free alcohol, dealers or users of specially denatured spirits, or recoverers of specially denatured or completely denatured spirits.

(2) Individuals who are employed by businesses engaged in the activities specified in paragraph 1 and who are officers, directors, holders of 10 percent or more of the outstanding stock, designated agents, or responsible persons. (3) Individuals who are not qualified to engage in any of the activities listed in paragraph 1, but who are assessed excise or special occupational taxes. (4) Individuals who submit Offers in Compromise.

Categories of records in the system: Records containing investigative material compiled for law enforcement purposes which may consist of the following: (1) Abstracts of offers in compromise. (2) Administrative law judge decisions. (3) Assessment records: (a) notices of proposed assessments; (b) notices of shortages or losses; (c) notices to IRS to assess taxes; (d) recommendation for assessments. (4) Claim records: (a) claims; (b) letters of claim rejection; (c) sample reports; (d) supporting data; (e) vouchers and schedules of payment. (5) Comments on proposed rulemakings. (6) Complaints from third parties. (7) Correspondence concerning records in this system and related matters. (8) Financial statements. (9) Inspection and investigation reports. (10) Joint demands on principals and sureties for payment of excise tax liabilities. (11) Letters of reprimand. (12) Lists of permittees and licensees. (13) Lists of officers, directors and principal stockholders. (14) Mailing lists and addressograph plates. (15) Notices of delinquent reports. (16) Offers in compromise. (17) Operation records: (a) operating reports; (b) reports of required inventories; (c) reports of thefts or losses of firearms; (d) reports of thefts of explosive materials; (e) transaction records; (f) transaction reports. (18) Orders of revocation, suspension or annulment of permits or licenses. (19) Regional and Chief Counsel opinions and memoranda. (20) Reports of violations. (21) Permit status records. (22) Qualifying records: (a) access authorizations; (b) advertisement records; (c) applications; (d) bonds; (e) business histories; (f) criminal records; (g) diagrams of premises; (h) educational histories; (i) employment histories; (j) environmental records; (k) financial data; (l) formula approvals; (m) label approvals; (n) licenses; (o) notices; (p) permits; (q) personal references; (r) plant profiles; (s) plant capacities; (t) plats and plans; (u) registrations; (v) sample reports; (w) signature authorities; (x) special permissions and authorizations; (y) statements of process. (23) Show cause orders. (24) Tax records: (a) control cards relating to periodic payment and prepayment of taxes; (b) excise and special tax returns; (c) notices of tax discrepancy or adjustment.

Authority for maintenance of the system: (1) 26 U.S.C. 5172. (2) 26 U.S.C. 5271(b)(1). (3) 26 U.S.C. 5356. (4) 26 U.S.C. 5401. (5) 26 U.S.C. 5417. (6) 26 U.S.C. 5502(b). (7) 26 U.S.C. 5511(3). (8) 26 U.S.C. 5521(a). (9) 26 U.S.C. 5179(a). (10) 22 U.S.C. 204(c). (11) 26 U.S.C. 5105. (12) 26 U.S.C. 5275. (13) 26 U.S.C. 5301(b). (14) 26 U.S.C. 5132. (15) 26 U.S.C. 5042(a)(2). (16) 26 U.S.C. 7011. (17) 26 U.S.C. 5712. (18) 18 U.S.C. 923(a). (19) 18 U.S.C. 923(b). (20) 18 U.S.C. 843(a). (21) 22 U.S.C. 414. (22) 26 U.S.C. 4401(a). (23) 26 U.S.C. 6001. (24) 26 U.S.C. 6011(a). (25) 26 U.S.C. 5001. (26) 26 U.S.C. 5021—5023. (27) 26 U.S.C. 5041. (28) 26 U.S.C. 5051. (29) 26 U.S.C. 6201. (30) 26 U.S.C. 5008. (31) 26 U.S.C. 5044. (32) 26 U.S.C. 5056. (33) 26 U.S.C. 5705. (34) 26 U.S.C. 6423(b). (35) 26 U.S.C. 5009(a). (36) 26 U.S.C. 5006(a). (37) 26 U.S.C. 5055. (38) 26 U.S.C. 5062(c). (39) 26 U.S.C. 5106. (40) 26 U.S.C. 5131(c). (41) 26 U.S.C. 5064. (42) 26 U.S.C. 7122. (43) 27 U.S.C. 207. (44) 18 U.S.C. 843(d). (45) 18 U.S.C. 923(f). (46) 27 U.S.C. 204(e). (47) 26 U.S.C. 5312(a). (48) 26 U.S.C. 5042(a)(3). (49) Reorganization Act of 1949, 5 U.S.C. Sections 901 et seq.; Revenue Act of 1951, Section 616; Treasury Department Order 221 (37 F.R. 11696, June 19, 1972). (50) 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of this system is to determine suitability, eligibility or qualifications of individuals who are engaged or propose to engage in activities regulated by ATF; achieve compliance with laws under ATF's jurisdiction; assure full collection of revenue due from legal industries; eliminate commercial bribery, consumer deception and other improper trade practices in the distilled spirits, beer and wine industries; interact with Federal, state and local governmental agencies in the resolution of problems relating to industrial development, revenue protection, public health, ecology, and other areas of joint jurisdictional concern. When required or authorized by statute, regulation, or Executive Order, information in the record system is made available to members of the public or employees of other government agencies.

In the event that a record in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, these records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record in this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the issuance of a license, grant or other benefit.

A record in this system of records may be disclosed to a federal agency, in responses to its request, in connection with the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.When an ATF criminal investigation results in compilation of information contained in this system of records, the information shall be transferred to the Treasury ATF—Criminal Investigation Report System and shall become part of that system for all purposes of the Privacy Act of 1974. A record in this system may be disclosed as a routine use to: Officers and employees of the Department of the Treasury who have a need for the record in the performance of their duties; Federal, State or local regulatory or law enforcement agencies in the performance of their duties on a need to know basis; Members of the public, employees of other Governmental agencies, or members of the news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set forth under 28 C.F.R. Part 50.2; 5 U.S.C. 552 and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms). For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in filing cabinets; card forms in card filing cabinets; and on magnetic tapes or microfiche at IRS Service Centers, ATF Headquarters, or Department of the Treasury.

Retrievability: Records are retrievable by name, permit or license number, or by document locator number.

Safeguards: Direct access restricted to personnel in Department of Treasury in the performance of their duty. Transmitted to routine users on a need to know basis and others upon verification of the substance and propriety of the request. Stored in file cabinets in rooms locked during non—duty hours. Wagering records are maintained in safes or file cabinets which are locked at all times.

Retention and disposal: Records are retained in accordance with General Services Administration General Records Schedules numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms Records Control Schedules numbers 101 and 201 and disposed of by shredding, burning or by degaussing.

System manager(s) and address: Assistant Director, Regulatory Enforcement, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Notification procedure: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempt from compliance with the provisions of 5 U.S.C. 522a (e) (4) (G).

Record access procedures: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempt from compliance with the provisions of 5 U.S.C. 522a (e) (4) (H).

Contesting record procedures: See Access above.

Record source categories: (1) Acquaintances. (2) Bureau Personnel. (3) Business and Professional Associates. (4) Creditors. (5) Criminal Records. (6) Financial Institutions. (7) Former Employers. (8) Internal Revenue Service. (9) Military Records. (10) Physicians. (11) Psychiatrists. (12) References. (13) Police Reports. (14) Witnesses. (15) Federal Law Enforcement Agencies. (16) State Law Enforcement Agencies. (17) Local Law Enforcement Agencies. (18) State Regulatory Agencies. (19) Federal Regulatory Agencies. (20) Local Regulatory Agencies. (21) Chief Counsel's Opinions. (22) Regional Counsel's Opinions. (23) Chief Counsel's Memoranda. (24) Regional Counsel's Memoranda. (25) Field Investigation Reports. (26) Third Parties.

Systems exempted from certain provisions of the act: Proposed to be exempted elsewhere in the Federal Register.

Treasury/ATF 00.009

System name: Technical and Scientific Services Record System—Treasury/ATF.

System location: Bureau of Alcohol, Tobacco, and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226. Components of this record system are geographically dispersed throughout Bureau of Alcohol, Tobacco and Firearms' field offices. For nearest location, see addresses listed Appendix E—1.

Categories of individuals covered by the system: (1) Applicants to register firearms under the National Firearms Act. (2) Applicants for Surplus Military Firearms under the Director of Civilian Marksmanship Program. (3) Importers of implements of war as defined under the Mutual Security Act of 1954. (4) Licensed importers registered under the Mutual Security Act of 1954. (5) Manufacturers of National Firearms Act who are exempt from payment of Special (Occupational) tax provisions. (6) Non—Bureau chemists certified to make analysis of alcoholic beverages. (7) Persons involved in explosives tagging and detection program. (8) Registered owners of National Firearms Act firearms. (9) Special (Occupational) taxpayers as defined under title II of the Gun Control Act of 1968. (10) Victims of explosives. (11) Individuals involved in Government funded research projects.

Categories of records in the system: (1) Alterations of registered National Firearms Act firearms. (2) Applications for surplus military firearms. (3) Applications to register firearms and destructive devices under the National Firearms Act. (4) Applications to import articles on the U.S. Munitions list. (5) Blueprints. (6) Certifications of payment of Special (occupational) tax payments. (7) Changes of address for owner of firearms registered under the National Firearms Act. (8) Claims for erroneous Special (Occupational) taxes payments. (9) Descriptions of Inventions. (10) Delinquency notices regarding proof of importation of National Firearms Act Firearms. (11) Explosive reports. (12) Non—Bureau chemists' statements of qualification. (13) Patent information. (14) Registrations of firearms and destructive devices under the National Firearms Act. (15) Registration of war trophy firearms. (16) Requests and authorizations for temporary movement and/or temporary storage of National Firearms Act firearms. (17) Technical and scientific data. (18) Transaction records concerning National Firearms Act firearms. (19) Trade secrets. (20) U.S. Government contracts to manufacturers of National Firearms Act firearms. (21) Chief Counsel and Regional Counsel memoranda and opinions.

Authority for maintenance of the system: (1) 18 U.S.C. Chapter 40. (2) 18 U.S.C. Chapter 44. (3) 18 U.S.C. Section 3056. (4) 26 U.S.C., Sections 6001(a), 5001, 5008, 5009(a), 5006(a), 5021—5023, 5041, 5042(a)(2), 5051, 5053, 5056, 5062(c), 5705, 6201, 6423(b), 5105, 5106, 5131(c), 5132, 5172, 5172(b)(1), 5275, 5301(b), 5356, 5401, 5417, 5502(b), 5511(3), 5521(a), 5179(a), 5712, 7011. (5) 27 U.S.C. Sections 204(c). (6) 26 U.S.C. Chapter 35. (7) Executive Order 10973 as amended by Executive Order 11432.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The purpose of this system is to provide technical and scientific support and expertise to Criminal and Regulatory Enforcement activities of the Bureau; to other Federal, State, local and foreign law enforcement agencies; and to industries involved in activities regulated by the Bureau. When required or authorized by statute, regulation, or Executive Order, information in the record system is made available to members of the public or employees of other government agencies. When a criminal investigation results in a compilation of information contained in this system, the information so compiled shall be transferred to the ATF Criminal Investigation Report System and shall become a part of that system for all purposes of the Privacy Act of 1974.

In the event that a record in this system indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, these records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. Records in this system may be disclosed as a routine use to: (1) Officers and employees of the Department of the Treasury who have a need for the record in the performance of their duties. (2) Federal law enforcement agencies. (3) State law enforcement agencies. (4) Local law enforcement agencies. (5) Foreign law enforcement agencies. (6) Industries involved in activities regulated by the Bureau. (7) Department of Defense. (8) Federal regulatory agencies. (9) State regulatory agencies. (10) Local regulatory agencies. (11) Members of the public, employees of other government agencies, or members of the news media (on a case by case basis where determination that such disclosure would be in accordance with guidelines set forth under 28 C.F.R. Part 50.2; 5 U.S.C. 552 and 552a, and would not compromise enforcement of laws administered by Bureau of Alcohol, Tobacco and Firearms). (12) Smithsonian Institution. (13) For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Active records stored in file folders in filing cabinets; on 3 by 5 and 5 by 8 cards stored in card file cabinets; on microfilm reels; magnetic tape reels and discs; and on keypunch cards.

Retrievability: Records are retrievable by name, by unique identifier, control number, serial number of National Firearms Act firearms.

Safeguards: Stored in file cabinets locked during non—duty hours.

Retention and disposal: Records are retained in accordance with General Services Administration Records Schedules numbers 1 through 20 and Bureau of Alcohol, Tobacco and Firearms Records Control Schedules numbers 101 and 201 and disposed of by shredding or burning. Records stored on tape discs or on—line mass storage are disposed of by degaussing.

System manager(s) and address: Assistant Director, Technical and Scientific Services, Bureau of Alcohol, Tobacco and Firearms, 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20226.

Notification procedure: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempt from compliance with the provisions of 5 U.S.C. 552 (e) (4) (G).

Record access procedures: The Director of the Bureau of Alcohol, Tobacco and Firearms has determined this system of records to be exempt from compliance with the provisions of 5 U.S.C. 552a (e) (4) (H).

Contesting record procedures: See Access above.

Record source categories: (1) Individuals. (2) Companies. (3) Corporations. (4) Firearms Licensees. (5) Firearms Permittees. (6) Explosive Licensees. (7) Explosive Permittees. (8) Bureau personnel. (9) Federal law enforcement agencies. (10) State law enforcement agencies. (11) Local law enforcement agencies. (12) Foreign law enforcement agencies. (13) Federal Regulatory agencies. (14) State Regulatory agencies. (15) Local Regulatory agencies. (16) Non—Bureau Chemists.

Systems exempted from certain provisions of the act: Proposed to be exempted elsewhere in the Federal Register.APPENDIX E

(List of geographically dispersed offices referred to in the "Location" sections of each system of records)

Regional Offices

Regional Director, Bureau of Alcohol, Tobacco and Firearms, 6 World Trade Center, Room 620 H, New York, New York 10048.

Regional Director, Bureau of Alcohol, Tobacco and Firearms, Room 360, 2 Penn Center, Philadelphia, Pennsylvania 19102.

Regional Director, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building, Room 6510A, 550 Main Street, Cincinnati, Ohio 45202.

Regional Director, Bureau of Alcohol, Tobacco and Firearms, Room 1502, 230 S. Dearborn Street, Chicago, Illinois 60604.

Regional Director, Bureau of Alcohol, Tobacco and Firearms, Room 204, 3835 Northeast Expressway, Atlanta, Georgia 30340.

Regional Director, Bureau of Alcohol, Tobacco and Firearms, Room 300, Main Tower, 1200 Main Street Dallas, Texas 75202.

Regional Director, Bureau of Alcohol, Tobacco and Firearms, 525 Market Street, 34th Floor, San Francisco, California 94105.

CRIMINAL ENFORCEMENT OFFICES

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, J F Kennedy Building Government Center, Cambridge St., BOSTON, MASSACHUSETTS 02203.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, P.O. Box 141, Essex Junction, Vermont 05452.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 323, 55 Pleasant Street, CONCORD, NEW HAMPSHIRE 03301.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, 450 Main Street, HARTFORD, CONNECTICUT 06101.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 205 Whitney Avenue, Room 321, NEW HAVEN, CONNECTICUT 06511.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Courthouse, Room 125A, 156 Federal Street, PORTLAND, MAINE 04112.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 406, SPRINGFIELD, MASSACHUSETTS 01103.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building—Room 216, 595 Main Street, WORCESTER, MASSACHUSETTS 01601.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 90 Church Street Station, NEW YORK, NEW YORK 10007.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building—Room 217, 111 W Huron Street, BUFFALO, NEW YORK 14202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building—Suite 411, N. Pearl St. and Clinton Avenue, ALBANY, NEW YORK 12207.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Rooms 200-202, Brinkerhoff & Margaret Street, PLATTSBURGH, NEW YORK 12901.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 300 Hamilton Ave., WHITE PLAINS, NEW YORK 10601.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 1343, U.S. Courthouse and Federal Bldg., 100 S. Clinton St., SYRACUSE, NEW YORK 13202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco, and Firearms, U.S. Courthouse and Federal Building, Room 354, Calle Chardon, Hato Rey, Puerto Rico 00919.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 206, 701 W Broad Street, FALLS CHURCH, VIRGINIA 22046.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 825, 31 Hopkins Plaza, Room 825, BALTIMORE, MARYLAND 21201.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Box 13, 9th & King Streets, WILMINGTON, DELAWARE 19802.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 50 S. Cameron Street, WINCHESTER, VIRGINIA 22601.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 2401 Morris Ave., UNION, NEW JERSEY 07083.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Reutter Building, 4th Floor, 840 Cooper Street, CAMDEN, NEW JERSEY 08102.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Post Office Building, Room 209, TRENTON, NEW JERSEY 08608.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Customs House, Room 504, Second & Chestnut Streets, PHILADELPHIA, PENNSYLVANIA 19106.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Federal Square Station, 3rd and Walnut Streets, HARRISBURG, PENNSYLVANIA 17108.

Resident Agent in Charge, Bureau of Alcohol, Tobacco, and Firearms, Suite 300B, 100 W. Main St. Lansdale, Pennsylvania 19446.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Berks Title Building, 826 Penn St. READING, PENNSYLVANIA 19602.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Courthouse, Room 136, Perry Square, ERIE, PENNSYLVANIA 16501.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 2104, 1000 Liberty Avenue, PITTSBURGH, PENNSYLVANIA 15222.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 400 N 8th Street, RICHMOND, VIRGINIA 23219.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Post Office Building, Room 301, 700 Main Street, DANVILLE, VIRGINIA 24541.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, 110 Piedmont Street, BRISTOL, VIRGINIA 24201.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Bank of Virginia Building, Room 210, 870 N Military Circle, NORFOLK, VIRGINIA 23502.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Poff Building, Room 551, 210 Franklin Road, ROANOKE, VIRGINIA 24011.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 304 U.S.P.O. & Courthouse Bldg. CINCINNATI, OHIO 45202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 3414, 500 Quarrier Street, CHARLESTON, WEST VIRGINIA 25301.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room B—303, BLUEFIELD, WEST VIRGINIA 24701.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Post Office Building, Room 202, 6th and Gay Streets, PORTSMOUTH, OHIO 45662.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building & U.S. Courthouse, Room 427, Chaplin & 12th Streets, WHEELING, WEST VIRGINIA 26003.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 329, 1240 E 9th Street, CLEVELAND, OHIO 44199.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Court & Customs Building, Room 302, 1716 Spielbusch, TOLEDO, OHIO 43624.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, City Centre One Building, Room 420, Federal Plaza, YOUNGSTOWN, OHIO 44501.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 237, 85 Marconi Boulevard, COLUMBUS, OHIO 43215.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 504 Federal Bldg. & Courthouse, 200 West 2nd Street, DAYTON, OHIO 45402.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 371, 231 West LaFayette Street, DETROIT, MICHIGAN 48226.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 200 Federal Building, FLINT, MICHIGAN 48501.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building, Room 872—D, 600 Federal Place, LOUISVILLE, KENTUCKY 40202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Wells Building, Junction of U.S. 60 & Ku 180, ASHLAND, KENTUCKY 41101.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Post Office Building, Room 304, BOWLING GREEN, KENTUCKY 42101.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 133, 101 N.W. 7th Street, EVANSVILLE, INDIANA 47708.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Lakeside II Office Building, 2250 Lake Ave, FORT WAYNE, INDIANA 46805.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room G—26, 507 State Street, HAMMOND, INDIANA 46325.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Courthouse & Post Office Building, Room 507, INDIANAPOLIS, INDIANA 46204.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Courthouse, Rooms 114—116, Barr & Limestone Streets, LEXINGTON, KENTUCKY 40501.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 108, PADUCAH, KENTUCKY 42001.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 304 S Pine Street, PINEVILLE, KENTUCKY 40977.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Security Building, Room 120, 207 W Mt. Vernon Street, SOMERSET, KENTUCKY 42501.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 600 E. Monroe St., Room 213, SPRINGFIELD, ILLINOIS 62705.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 207 Main Street, 2nd floor, PEORIA, ILLINOIS 61602.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 208 18th Street, Room 209, ROCK ISLAND, ILLINOIS 61201.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 941 U.S. Courthouse, 811 Grand Avenue, KANSAS CITY, MISSOURI 64102.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 400, U.S. Courthouse, E. First and Walnut, DES MOINES, IOWA 50309.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, New Federal Building, 215 N. 17th Avenue, Room 8410, OMAHA, NEBRASKA 68101.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 202 W. First St., Room 504, WICHITA, KANSAS 67201.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 309 N Jefferson Street, Room 205, SPRINGFIELD, MISSOURI 65806.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 114 Market Street, Room 615, ST. LOUIS, MISSOURI 63101.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 160, 316 N Robert Street, ST. PAUL, MINNESOTA 55101.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 637, Federal Building, 517 Wisconsin Ave., MILWAUKEE, WISCONSIN 53202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 655 1st. Ave. N. Room 319, FARGO, NORTH DAKOTA 58102.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 270 Federal Bldg., 110 South 4th St., MINNEAPOLIS, MINNESOTA 55401.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 258, Federal Building, 515 9th St., RAPID CITY, SOUTH DAKOTA 57701.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 310 Federal Bldg., 400 Phillips Ave. South SIOUX FALLS, SOUTH DAKOTA 57102.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 1 West Court Square, C&S Bank Building, Suite 265, DECATUR, GEORGIA 30030.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, 816 Walker Street, Room 207, AUGUSTA, GEORGIA 30903.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Jackson Building, 1509 4th Ave., COLUMBUS, GEORGIA 31902.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building and Courthouse, 121 E. Spring Street SE, GAINESVILLE, GEORGIA 30501.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 229, 451 College Street, MACON, GEORGIA 31208.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Executive Court, Room 211, 5105 Paulsen Street, SAVANNAH, GEORGIA 31406.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 255, 401 N Patterson Street, VALDOSTA, GEORGIA 31601.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 342, 600 E. 1st Street, ROME, GEORGIA 30161.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 2121 Building, Room 1025, 2121 8th Avenue, BIRMINGHAM, ALABAMA 35203.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 110, ANNISTON, ALABAMA 36201.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, McDonough Building, Suite 215, 770 McDonough Boulevard, MONTGOMERY, ALABAMA 36104.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 210 Seminary Street, P.O. Building, Room 307, FLORENCE, ALABAMA 35630.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Clinton Building, Room 103, 2109 W. Clinton Avenue, HUNTSVILLE, ALABAMA 35805.

Residents Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building, Room 1009, 109 St. Joseph Street, MOBILE, ALABAMA 36602.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 1118 Greensboro Avenue, U.S. Courthouse and Federal Building, Room 133, TUSCALOOSA, ALABAMA 35401.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Suite 504, 5821 Park Road, CHARLOTTE, NORTH CAROLINA 28209.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Post Office Building, Rooms 8—10, Otis and Post Streets, ASHEVILLE, NORTH CAROLINA 28802.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room G—16, 207 W Main Street, WILKESBORO, NORTH CAROLINA 28697.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 433 Fed. Office Bldg., 251 N. Main St., WINSTON—SALEM, NORTH CAROLINA 27101.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Browning Plaza II, Suite 12, 40100 Orleander Drive, WILMINGTON, NORTH CAROLINA 28401.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Post Office Building, Room 313, 413 Middle Street, NEW BERN, NORTH CAROLINA 28560.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Post Office and Federal Building, Rooms 230—234, Green & Mason Streets, FAYETTEVILLE, NORTH CAROLINA 28301.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Post Office Building, Room 644, 310 New Bern Ave., RALEIGH, NORTH CAROLINA 27611.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 304, Federal Building, 306 E. Main Street, ELIZABETH CITY, NORTH CAROLINA 27909.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building, Room 501, 901 Sumter Street, COLUMBIA, SOUTH CAROLINA 29201.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 1700 Highway 171, Suite C, Northbridge Shopping Center, CHARLESTON, SOUTH CAROLINA 29407.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, MacMillan Federal Building, 401 W. Evans Street, Room 236, FLORENCE, SOUTH CAROLINA 29501.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 300 University Ridge, Suite 110, GREENVILLE, SOUTH CAROLINA 29601.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 301 Building, Room 506, 301 N Lamar Street, JACKSON, MISSISSIPPI 39202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 801 Security S&L Building, 2301 14th Street, GULFPORT, MISSISSIPPI 39501.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 1414 23rd Avenue, MERIDIAN, MISSISSIPPI 39301.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 137, 911 Jackson Avenue, OXFORD, MISSISSIPPI 38655.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 5205 N.W. 84th Ave., Suite 108, MIAMI, FLORIDA 33166.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 110 U.S. Post Office Building and Courthouse, MARIANNA, FLORIDA 32446.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 400 W. Bay St., JACKSONVILLE, FLORIDA 32202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 429 Federal Building, 80 North Hughey Ave., ORLANDO, FLORIDA 32801.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Barnett Bank Building, Room 810, 1000 N Ashley Street, TAMPA, FLORIDA 33602.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 4004 Hillsboro Road, Room 210, NASHVILLE, TENNESSEE 37215.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Franklin Building, Suite 315, E. Gate Center, CHATTANOOGA, TENNESSEE 37411.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Snapps Perry Road at Sparta Street, GREENEVILLE, TENNESSEE 37743.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Parkway Building, Room 100, 1212 Pierce Parkway, KNOXVILLE, TENNESSEE 37921.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 67 N. Main Street, Room 22, MEMPHIS, TENNESSEE 38103.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Corporate Square Building—Suite 260, 3910 Kirby Drive, HOUSTON, TEXAS 77027.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 204, 2101 S. Interregional Highway, AUSTIN, TEXAS

Resident Agent in Charge Bureau of Alcohol, Tobacco, and Firearms, Room 1818, 600 Leopard Street, Corpus Christi, Texas 78403.

Resident Agent in Charge, Bureau of Alcohol, Tobacco, and Firearms, Koger Building, Suite 233, 444 Executive Center Boulevard, EL PASO, TEXAS 79902.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Suite 321, 3505 Boca Chica, BROWNSVILLE, TEXAS 78520.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, New Federal Building—Room A—405, 727 E Durango Street, SAN ANTONIO, TEXAS 78206.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Main Tower Building, Room 330, 1200 Main St., DALLAS, TEXAS 75202.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 204, New Federal Building, 221 W. Ferguson Street, TYLER, TEXAS

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Old Federal Building—Room 3008, 517 Gold Ave. SW, ALBUQUERQUE, NEW MEXICO 87103.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building, Room 625, 1205 Texas Avenue, LUBBOCK, TEXAS 79401.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building—Room 11C01, 819 Taylor Street, FORT WORTH, TEXAS 76102.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 330 Federal Bldg., 510 Camp St., NEW ORLEANS, LOUISIANA 70190.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building—Room 278, FORT SMITH, ARKANSAS 72902.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Post Office, Room 213, TEXARKANA, ARKANSAS 75502

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building—Room 3409, 700 W Capitol, LITTLE ROCK, ARKANSAS 72203.

Resident Agent in Charge Bureau of Alcohol, Tobacco, and Firearms, Suite 1606, One American Place, BATON ROUGE, LOUISIANA 70821.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 8A15, 500 Fannin Street, SHREVEPORT, LOUISIANA 71162.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 960, 200 N.W. 5th St., OKLAHOMA CITY, OKLAHOMA 73102.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, J.C. O'Mahoney Federal Center, Room 7010, 2120 Capitol Avenue, CHEYENNE, WYOMING 82001.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Office Building, Room 6038, 1961 Stout Street, DENVER, COLORADO 80294.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 3A10, 125 S. Main, MUSKOGEE, OKLAHOMA 74401.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Page Belcher Federal Building, Suite 4520, 333 W 4th Street, TULSA, OKLAHOMA 74101.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Room 4354, 300 N Los Angeles Street, LOS ANGELES, CALIFORNIA 90012.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Financial Plaza, 500 Esplanade Drive, OXNARD, CALIFORNIA 93031.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 2721 North Central, Suite 814, PHOENIX, ARIZONA 85004.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 800 Front St., SAN DIEGO, CALIFORNIA 92188.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 912, 34 Civic Center Plaza, SANTA ANA, CALIFORNIA 92712.

Resident Agent in Charge, Bureau of Alcohol, Tobacco, and Firearms, 3610 Central Ave., Suite 511, Riverside, California 92506.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 8—B, TUCSON, ARIZONA 85702.

Resident Agent in Charge, Bureau of Alcohol, Tobacco, and Firearms, 400 Oceangate, Suite 1130, LONG BEACH, CALIFORNIA 90802.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Rm 2s11, 6230 Van Nuys Blvd., VAN NUYS, CALIFORNIA 91408.

Special Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 525 Market Street, Room 2540, SAN FRANCISCO, CALIFORNIA 94105.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 5019, 1130 O Street, FRESNO, CALIFORNIA 93721.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, 300 Las Vegas Blvd., Room 3—604 LAS VEGAS, NEVADA 89101.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 1515 Clay Street, Room 906, OAKLAND, CALIFORNIA 94612

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 300 Booth Street, Room 4055, RENO, NEVADA 89502.

Resident Agent in Charge, Bureau of Alochol, Tobacco and Firearms, Room 125, 131 East Gish Road, SAN JOSE, CALIFORNIA 95112.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 3424, 650 Capitol Mall, SACRAMENTO, CALIFORNIA 95814.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, Room 445, 350 S. Main Street, SALT LAKE CITY, UTAH 84101.

Special Agent in Charge, Bureau of Alochol, Tobacco and Firearms, Federal Building, Room 806, 915 Second Avenue, SEATTLE, WASHINGTON 98174.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, Federal Building, G-79, 4th and F Streets, ANCHORAGE, ALASKA 99501.

Resident Agent in Charge, Bureau of Alochol, Tobacco and Firearms, American Reserve Building, Room 3280, 2410 Banks Drive, BOISE, IDAHO 83705.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, W. 6th and Park Streets, Room 323, HELENA, MONTANA 59601.

Resident Agent in Charge, Bureau of Alochol, Tobacco and Firearms, Crown Plaza Building, Room 820, 1500 S.W. First Avenue, PORTLAND, OREGON 97201.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, U.S. Courthouse, Room 775, 920 W Riverside, SPOKANE, WASHINGTON 99210.

Resident Agent in Charge, Bureau of Alcohol, Tobacco and Firearms, 300 Alamoana Blvd., Room 3321, HONOLULU, HAWAII 96850.

REGULATORY ENFORCEMENT OFFICES

AREA OFFICES

Chief, Puerto Rican Operations, Bureau of ATF, U.S. Courthouse and Federal Bldg., Rm. 329, Avenida Carlos Chardon Hato Rey, Puerto Rico 00919.San Juan, Puerto Rico 00902.

Area Supervisor, Bureau of ATF, Room 1308, 150 Causeway Street, Boston, MA 02114 (for Boston Areas, I, II, and III.

Area Supervisor, Bureau of ATF, Room 377, C. Post Office Building; 135 High Street, Hartford, CT 06101.

Area Supervisor, Bureau of ATF, Room 1805, 120 Church Street, New York, NY. Mail: P.O. Box 3539, Church Street Sta., New York, NY 10008.

Area Supervisor, Bureau of ATF, Room 200, 300 Hamilton Ave., White Plains, New York 10601.

Area Supervisor, Bureau of ATF, Room 219, Federal Building, 111 West Huron St., Buffalo, NY 14202.

Area Supervisor Bureau of ATF, Room 300, 701 West Broad St. Falls Church, VA 22046.

Area Supervisor, Bureau of ATF, Room 938, 31 Hopkins Plaza, Baltimore, MD 21201.

Area Supervisor, Bureau of ATF, Suite 401, Century Plaza Bldg., 100 West Main Street, Lansdale, PA. 19446.

Area Supervisor, Bureau of ATF, Room 300, Newark Airport Plaza, U.S. Route 1, Newark, NJ 07102.

Area Supervisor, Bureau of ATF, 2401 Morris Avenue, Union, NJ 07083.

Area Supervisor, Bureau of ATF, Room 500, U.S. Customs House, 2nd & Chestnut Streets, Philadelphia, PA 19106.

Area Supervisor, Bureau of ATF, Room 2126, Federal Building, 1000 Liberty Avenue, Pittsburgh, PA 15222.

Area Supervisor, Bureau of ATF, Room 6104, Federal Building, 8th & Marshall Streets, Richmond, VA. Mail: P.O. Box 10185, Richmond, VA 23240.

Area Supervisor, Bureau of ATF, Suite 504A, 5821 Park Road, Charlotte, N.C. 28209.

Area Supervisor, Bureau of ATF, Suite 260, One West Court Square, Decatur, GA 30030.

Area Supervisor, Bureau ATF, Room 506, Federal Building, 500 Zack Street, Tampa, FL 33602.

Area Supervisor, Bureau of ATF, Room 511, Courthouse & P.O. Building, 46 Ohio Street, Indianapolis, IN 46204.

Area Supervisor, Bureau of ATF, Room 8403 Federal Office Building, 550 Main Street, Cincinnati, OH 45202.

Area Supervisor, Bureau of ATF, Room 329 Federal Office Building, 1240 East 9th Street, Cleveland, OH 44199.

Area Supervisor, Bureau of ATF, Room 376 Federal Building, 231 Lafayette Blvd., Detroit, MI 48226.

Area Supervisor, Bureau of ATF, Room 144, John C. Watts Federal Building and U.S. Courthouse, 330 West Broadway, Frankfort, KY. 40601.Mail: P.O. Box 574, Frankfort, KY 40601.

Area Supervisor, Bureau of ATF, Room 872 Federal Office Building, 600 Federal Place, Louisville, KY. Mail: P.O. Box 1707, Louisville, KY 40202.

Area Supervisor, Bureau of ATF, Room 101 Cathedral Building, 100 Cathedral Manor, Bardstown, KY. Mail: P.O. Box 9, Bardstown, KY 40004.

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Area Supervisor, Bureau of ATF, 2nd floor, 207 Main St., Peoria, IL. 61602.

Area Supervisor, Bureau of ATF, Room 1412, 210 North 12th Street, St. Louis, MO 63101.

Area Supervisor, Bureau of ATF, Room 901 Scarritt Building, 818 Grand Avenue, Kansas City, MO 64106.

Area Supervisor, Bureau of ATF, Room 650 Fed. Bldg. and U.S. Courthouse, 316 North Robert Street, St. Paul, MN 55101.

Area Supervisor, Bureau of ATF, Room 636 Fed. Bldg. and U.S. Courthouse, 517 E. Wisconsin Avenue, Milwaukee, WI 53202.

Area Supervisor, Bureau of ATF, Room 425, Park Central V. 7839 Churchill Way, Dallas, Texas 75251.

Area Supervisor, Bureau of ATF, 3910 Kirby Drive, Suite 240, Houston, TX 77098.

Area Supervisor, Bureau of ATF, Room 201, 546 Carondelet Street, New Orleans, LA 70130.

Area Supervisor, Bureau of ATF, Room 906, 1515 Clay Street, Oakland, CA 94612.

Area Supervisor, Bureau of ATF, 525 Market Street, 25th Floor, San Francisco, CA 94105.

Area Supervisor, Bureau of ATF, 315 West Pine Street, Suite 5, Lodi, CA. Mail: P.O. Box 237, Lodi, CA 95240.

Area Supervisor, Bureau of ATF, 131 East Gish Road, San Jose, CA 95112.

Area Supervisor, Bureau of ATF, Room 4354 Fed. Bldg, 300 No. Los Angeles Street, Los Angeles, CA. Mail: P.O. Box 1991, Main Office, Los Angeles, CA 90053.

Area Supervisor, Bureau of ATF, Federal Bldg., Room 318, 34 Civic Center Plaza, Santa Ana, CA. 92701.

Area Supervisor, Bureau of ATF, Room 4217 Fed. Bldg. and U.S. Courthouse, 1130 Street, Fresno, CA 93721. (Both Fresno Area A and Area B Offices)

Area Supervisor, Bureau of ATF, Room 842 Federal Bldg., 915 Second Avenue, Seattle, WA 98174.

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Regional Counsel, Bureau of ATF, 7514 Federal Office Building, Cincinnati, Ohio 45202.

Regional Counsel, Bureau of ATF, 3835 Northeast Expressway, Atlanta, Georgia 30340.

Regional Counsel, Bureau of ATF, Room 327, 2 Penn Center Plaza, Philadelphia, Pennsylvania 19102.

Regional Counsel, Bureau of ATF, Room 450, Main Tower Building, 1200 Main Street, Dallas, Texas 75202.

Regional Counsel, Bureau of ATF, Room 1522, 230 S. Dearborn Street, Chicago, Illinois 60604.

Regional Counsel, Bureau of ATF, 34th Floor, 525 Market Street, San Francisco, California 94105.

ATF LABORATORIES

Chief, ATF Field Laboratory, Building 233 Naval Station, Treasure Island, California 94130.

Chief, ATF Field Laboratory Room 29, U.S. Post Office and Court House, Cincinnati, Ohio 45202.

Chief, ATF Field Laboratory, 3835 N.E. Expressway, Room 214, Atlanta, Georgia 30340.

Chief, ATF Field Laboratory, 1104 U.S. Custom House, 2nd and Chestnut Streets, Philadelphia, Penna. 19106.

Chief, Scientific Services Division, IRS Building, Room 7575, 1111 Constitution Avenue, N.W., Washington, D.C. 20226.

ATF DISTRIBUTION CENTER

Chief, Distribution Center, Bureau of Alcohol, Tobacco and Firearms, 3800 South Four Mile Run Drive, Arlington, Virginia 22206.

Treasury/Customs 00.001

System name: Acceptable Level of Competence, Negative Determination—Treasury/Customs.

System location: Personnel Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02210.

Categories of individuals covered by the system: Any employee of U.S. Customs Service Region I, who receives a negative determination regarding acceptable level of competence.

Categories of records in the system: Employee's name, social security number, position description, grade, and correspondence containing specific reasons for negative determination.

Authority for maintenance of the system: Five U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such uses include general reference to the records by supervisors when considering appropriate actions to take with regard to the individuals; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and stored in locked file cabinets.

Retrievability: The records are filed by the individual's name.

Safeguards: Direct access is limited to the Director and five employees of the Personnel Division. In addition to being stored in locked cabinets, the area in which these records are stored is locked during non-duty hours and the building is guarded by uniformed security police.

Retention and disposal: Records are retained until the employee leaves the Customs Service.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02210.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is furnished by the employee, employee's supervisor and the Federal Employee Appeals Authority.

Treasury/Customs 00.002

System name: Accident Reports—Treasury/Customs.

System location: Logistics Management Division, Region IV, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: Any employee of Region IV who has had an accident on Government property or in an official vehicle since 1973.

Categories of records in the system: Standard Government forms dealing with accidents and personal injuries.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Executive Order 11807 and Section 19 of Occupational Health & Safety Act of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Files are made available to Headquarters for accumulation of statistics; (d) Each record of automobile accidents is turned over to Regional Counsel for determination of tort claims, liability by Federal Government or other party, etc.; (e) Available for personnel actions, if needed; (f) Disclosure to employee's beneficiary in event of death following the accident or injury or to employee's agent in case of disability.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case folder is maintained in an unlocked drawer in chronological order by date.

Retrievability: Each case is identified by employee name and date of accident.

Safeguards: The metal container described above is maintained within the area assigned to the Logistics Management Division within the Region IV Headquarters Building. During non-working hours the room in which the metal container is located is locked.

Retention and disposal: Accident Record files are retained in accordance with the Records Disposal Manual.

System manager(s) and address: Director, Logistics Management Division, Region IV, Headquarters, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information originates with employees who have been injured and/or have been involved in accidents during the exercise of their official duties. Also included are witness reports and statements, the employees' supervisors' statements and doctors' reports.

Treasury/Customs 00.003

System name: Accident Reports—Treasury/Customs.

System location: Each Regional Commissioner Office (See Customs Appendix A).

Categories of individuals covered by the system: Employees of Customs Service injured on-the-job.

Categories of records in the system: Information furnished by employee and his/her supervisor regarding facts relating to accidents or injuries involving the employee. Sometimes includes doctor's statements and witnesses' statements. Includes log sheet kept in order of arrival during calendar year.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the U.S. Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Files are made available to Headquarters for accumulation of statistics; (d) Each record of automobile accidents is turned over to Regional Counsel for determination of tort claims, liability of Federal Government or other party, etc.; (e) Available for personnel actions, if needed; (f) Disclosure to employee's beneficiary in event of death following the accident or injury or to employee's agent in case of disability.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Locked file cabinet.

Retrievability: Alphabetically by name.

Safeguards: Locked file cabinet.

Retention and disposal: In accordance with the Records Control Manual.

System manager(s) and address: Each Director, Logistics Management Division, each Customs Region (See Customs Appendix A for addresses).

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information obtained from person filing the report as well as witness's reports and statements, the employees' supervisors' statements and doctors' reports.

Treasury/Customs 00.004

System name: Accident and Injury Report File—Treasury/Customs.

System location: Logistics Management Division, U.S. Customs Service, 211 Main Street, San Francisco, California 94105.

Categories of individuals covered by the system: Present and past employees.

Categories of records in the system: Information furnished by employee and his/her supervisor regarding facts relating to accidents or injuries involving the employee. Sometimes includes doctor's statements and witnesses' statements. Includes log sheet kept in order of arrival during calendar year.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; 5 U.S.C. 8101-8150, 8191-8193.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the U.S. Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Files are made available to Headquarters for accumulation of statistics; (d) Each record of automobile accidents is turned over to Regional Counsel for determination of tort claims, liability by Federal Government or other party, etc.; (e) Available for personnel actions, if needed; (f) Disclosure to employee's beneficiary in event of death following the accident or injury or to employee's agent in case of disability.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case folder is maintained in a lockable filing cabinet.

Retrievability: The file for each employee is placed according to when it is received during the calendar year. The name of the employee is shown on an index sheet on top of the file.

Safeguards: The files are contained within a lockable file cabinet within an office which is locked during non-working hours.

Retention and disposal: Active files are retained indefinitely. Files of deceased, retired, etc., employees are forwarded to U.S. Customs Region VIII Personnel Division for inclusion within the person's official personnel folder.

System manager(s) and address: Logistics Management Specialist, Logistics Management Division, U.S. Customs Service, 211 Main Street, San Francisco, California 94105.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with employees who have been injured and/or have been involved in accidents during the exercise of their official duties. Also included are witness reports and statements, the employees' supervisors' statements and doctor's reports.

Treasury/Customs 00.269

System name: Accounts Payable Voucher File—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region V, 1440 Canal Street, New Orleans, Louisiana 70112.

Categories of individuals covered by the system: All Region V personnel to whom travel and other disbursements are made. All individuals who provide goods and services to Region V.

Categories of records in the system: Invoices and travel/other vouchers and supporting disbursements schedules.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Used to substantiate disbursements made; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Treasury Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders in unlocked file cabinets.

Retrievability: By name.

Safeguards: Usage limited to Regional personnel; cabinets are located in rooms which are locked during non-working hours.

Retention and disposal: In accordance with Records Control Manual; records are disposed of when no longer needed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, Region V, 1440 Canal Street, New Orleans, Louisiana 70112.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Invoices and travel/other vouchers submitted by the individual.

Treasury/Customs 00.005

System name: Accounts Receivable Correspondence and Follow-Up—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Persons owing money for Customs duties and services and money owed to persons for overpayment of excessive duties and services.

Categories of records in the system: Correspondence and documentation of telephone calls with debtors and creditors or their representatives.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) This system is used by the personnel of the Financial Management Division to effect collections or refund overpayments for duties and services.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in file folders which are contained in an unlocked metal file cabinet.

Retrievability: The file is retrieved by the name of the individual which is kept in alphabetical order within the work area of the Collection Section.

Safeguards: The files are located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: The file is retained until collection or refund is effected and 2 years thereafter, then destroyed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in the system is obtained from data gathered from the automated billing system and ports of entry.

Treasury/Customs 00.006

System name: Accounts Receivable—Treasury/Customs.

System location: Financial Management Division—District and ports, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: Importers and Brokers, Corporate and Individuals.

Categories of records in the system: Names, Entry Number, Amounts Due (Reimb) Names, Importer Number, Amounts Due.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used by Revenue Accounting Personnel to ascertain receivables and to determine appropriate follow up action to effect collection.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in an unlocked drawer within a metal file cabinet.

Retrievability: Monthly hard copy printout, by bill category, alphabetized within.

Safeguards: The metal container described above is maintained within the area assigned to the Financial Management Division within the Customs Service Building. During non-working hours the room in which the metal container is located is locked.

Retention and disposal: These files are retained as prescribed by Regulations or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Director of Financial Management, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Headquarters Data Center.

Treasury/Customs 00.007

System name: Accounts Receivable—Treasury/Customs.

System location: U.S. Customs Service, Financial Management Division, Increase and Refund Section, 6 WTC, New York, N.Y. 10048.

Categories of individuals covered by the system: File on individuals and corporations that owe the Customs Service money.

Categories of records in the system: Each file lists name of debtor, address, its liquidated and unliquidated entries, and notices sent out regarding debtors to all branches of Customs Service.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) To expedite collection of money and to hold refunds.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored in cabinets.

Retrievability: Rolex file maintained alphabetically refers to all cases.

Safeguards: Office locked.

Retention and disposal: Retained until case is closed and then destroyed.

System manager(s) and address: Regional Commissioner of Customs, U.S. Customs Service, 6 World Trade Center, New York, N.Y. 10048.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Newspapers, Regional Counsel, Customshouse Brokers.

Treasury/Customs 00.008

System name: Accounts Receivable Files—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region V, 1440 Canal Street, New Orleans, Louisiana 70112.

Categories of individuals covered by the system: All individuals incurring Customs obligations (duties, taxes, fines, and penalties).

Categories of records in the system: Customs bills and related supporting documentation and correspondence.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Used to determine collection status of individual obligations for processing of collection actions; (b) Disclosures to those officers and employees of Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Unlocked file cabinets.

Retrievability: By bill number. Can be identified to individual by referring to alphabetical listing on monthly aged accounts receivable report.

Safeguards: Usage limited to Regional personnel. Files located in office which is locked during non-working hours.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: See 00Location" above.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: All individuals incurring Customs obligations.

Treasury/Customs 00.009

System name: Acting Customs Inspector (Excepted)—Treasury/Customs.

System location: Personnel Management Division, Regional Commissioner of Customs, 55 East Monroe Street, Suite 1501, Chicago, Illinois 60603, and Offices of the District Directors, Region IX, Chicago, Illinois.

Categories of individuals covered by the system: Employees or members of other Federal agencies who are designated by the District Directors as Customs Inspectors (Excepted).

Categories of records in the system: System has name, social security number, rank or grade and duty station of the individual.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used by Personnel Management Specialists and managers as a control and for statistical purposes.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: CF 55 forms kept in manila folders in file cabinet.

Retrievability: Filed alphabetically.

Safeguards: During non-working hours the offices and/or buildings in which records are located are locked.

Retention and disposal: Until individual transfers or designation is cancelled. Form is then destroyed.

System manager(s) and address: Director, Personnel Management Division.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is supplied by the individual and his or her agency.

Treasury/Customs 00.010

System name: Acting Customs Inspectors (Excepted)—Treasury/Customs.

System location: Inspection and Control Division, U.S. Customs Service, Region VI, 500 Dallas St., Suite 1240, Houston, Texas 77002.

Categories of individuals covered by the system: Those employees of other agencies (including military) within Region VI designated as Customs Inspectors.

Categories of records in the system: The name of individual, location, social security number, rank or grade, position and agency and date of designation.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duites; such uses would include general reference to the files by supervisors for personnel and statistical purposes; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each sheet is inserted in a folder which is filed in an unlocked metal file cabinet.

Retrievability: Each sheet is identified by the name of the designee.

Safeguards: The metal cabinet is located within an office that is locked during non-working hours. The building is guarded by uniformed security police, and only authorized persons are permitted in the building.

Retention and disposal: Active sheets are maintained in the file indefinitely. However, the system is reviewed every six months and outdated sheets are discarded.

System manager(s) and address: Director, Inspection and Control Division, U.S. Customs Service, Region VI, 500 Dallas, Suite 1240, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Copy of action designating the individual from the District Directors.

Treasury/Customs 00.011

System name: Acting Customs Inspectors (Excepted)—Treasury/Customs.

System location: Located in the Office of the District Director, San Diego, Calif.; Offices of the Port Directors, San Ysidro, Calif.; Tecate, Calif.; Calexico, Calif.; Andrade, Calif.; San Diego Barge Office; and the Offices of the Customs Patrol Division, San Diego, Calif.; San Ysidro, Calif.; Calexico, Calif.; Tecate, Calif.; see Customs Appendix A.

Categories of individuals covered by the system: All individuals of other Federal agencies who have been cross-designated as Acting Customs Inspectors (Excepted).

Categories of records in the system: Name, date of birth, social security number, duty location, GS-level and training statement from Customs Officer.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended and the Customs Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure of those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such uses would include general reference to the files by supervisors for personnel and statistical purposes; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention or an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Maintain a list of those employees of other agencies who have met the minimum requirements of Acting Customs Inspectors and record of training for such designation. Maintain minimum requirements for primary and secondary inspection programs, policies, procedures, etc.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper in manila folder in a file cabinet.

Retrievability: By name of individual and duty station.

Safeguards: Locked file cabinets, buildings locked during non-working hours.

Retention and disposal: Indefinitely or until rescinded.

System manager(s) and address: District Director, Port Directors, and Division Directors within the San Diego Customs District, according to the list that is attached as Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Customs Officers, employees, and officers of other Governmental agencies.

Treasury/Customs 00.012

System name: Acting Customs Officer (Excepted)—Treasury/Customs.

System location: In the office of all District Directors in Region IX, Chicago, Illinois. (See Customs Appendix A).

Categories of individuals covered by the system: Employees of other Government agencies who have been designated to act as Customs officers excepted.

Categories of records in the system: Names, social security numbers, rank or grade, Customs designation, position and agency or service, duty stations, and effective date. Customs Form 55.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such uses would include general reference to files by supervisors for personnel and statistical purposes; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are kept in file folders in open file cabinets.

Retrievability: These forms are maintained in alphabetical order by name of employee.

Safeguards: The file cabinet is maintained in the offices or areas assigned to the District Directors. During non-working hours the room and/or building in which the cabinet is located is locked.

Retention and disposal: Retention period is indefinite or until canceled by reason of transfer or retirement.

System manager(s) and address: All District Directors, as appropriate, in Region IX, Chicago, Illinois. (See Customs Appendix A.)

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appridix A.

Contesting record procedures: See Access, Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Requests for designation by the agencies involved and memoranda certifying completion of training.

Treasury/Customs 00.013

System name: Acting Customs Officer (Excepted)—Treasury/Customs.

System location: U.S. Customhouse, P.O. Box 111, District Director's Office, St. Albans, Vermont 05478.

Categories of individuals covered by the system: Present employees of other agencies designated as Customs Officers (Excepted).

Categories of records in the system: Name, social security number, rank or grade, Customs designation, position and agency or service, duty station.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such uses would include general reference to the files by supervisors for personnel and statistical purposes; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be diclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders stored in filing cabinet.

Retrievability: Alphabetically; by name.

Safeguards: These records are filed at the District Director's office under the supervision of District Director's secretary during working hours. The office is locked during non-working hours.

Retention and disposal: Retention period is indefinite or until canceled by reason of transfer or retirement.

System manager(s) and address: District Director, U.S. Customs Service, St. Albans, Vermont 05478.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is furnished by the individual employee and his agency.

Treasury/Customs 00.014

System name: Advice Requests (Legal) (Region VIII)—Treasury/Customs.

System location: Office of the Regional Counsel, 211 Main Street, San Francisco, CA 94105.

Categories of individuals covered by the system: Individuals who are the subject of any request for legal advice by another office within Customs, another Government agency, or the private individual himself. An example would be a request by a District Director for advice as to whether or not a violation of a Customs law for which a penalty may be assessed has occurred.

Categories of records in the system: Intra-agency or inter-agency memoranda and reports of investigation and other documents submitted by the requesting office for use in handling the request. Correspondence from the private individual submitting the request.

Authority for maintenance of the system: 5 U.S.C. 301; Reorganization Plan No. 1 of 1950; Treasury Department Order No. 165, Revised, as amended; Reorganization Plan No. 1 of 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in the files is used in handling the request for advice and in preparing a response to the request; (d) Information contained in the files may be used internally by the Regional Counsel and members of his staff insofar as it relates to precedent or guidelines for their handling of future cases.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal file cabinet.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the individual who is the subject of the request and in the alphabetical file folder within the metal file cabinet by the name of the individual who is the subject of the request.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Office of the Regional Counsel within the Federal Building. During non-working hours the room in which the metal file cabinet is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Request for legal advice files are retained indefinitely or until there is no longer any space available for them within the metal file cabinet, at which time some files may be transferred to the Federal Record Center.

System manager(s) and address: Regional Counsel, 211 Main Street, San Francisco, CA 94105.

Notification procedure: See Customs Appendix A.

Record source categories: Information which may concern the subject individual is sourced in the memoranda or correspondence from the office or individual requesting the advice and in any supporting documents that office or individual may transmit.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.016

System name: Aircraft Ownership File—Treasury/Customs

System location: U.S. Customs Air Support Branch, PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Categories of individuals covered by the system: Persons, partnerships, or corporations who are the registered owners of record of U.S. aircraft.

Categories of records in the system: This file contains the name and address of the registered owner of the aircraft; the registration number, category and type of aircraft; and an indication of whether or not the aircraft is on record with the TECS system.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such uses would include general reference to the records by Customs Officers to determine whether certain aircraft are in the TECS system and in enforcing laws and regulations relating to aircraft entering and leaving the United States; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charges with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information files are numerically filed in a looseleaf container within a security area.

Retrievability: The information is in the form of Micro-film and is retrieved by means of an Alpha-numerical code identifier.

Safeguards: The information files are located within an office which is locked during non-working hours. The building is guarded by U.S. Air Force Military Police and only authorized persons are permitted in the building.

Retention and disposal: These files are maintained for a period of three months at which time they are replaced with current information. The old files are then destroyed under Customs supervision.

System manager(s) and address: Chief, Air Support Branch, U.S. Customs, PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.017

System name: Aircraft Registers—Treasury/Customs.

System location: U.S. Customs Service, Office of Investigations, SAC, 600 South Street, Room 444, New Orleans, La. 70130; RA, 1719 West End Building, Rm. 303, Nashville, Tennessee 37203.

Categories of individuals covered by the system: Owners and co-owners of U.S. registered aircraft.

Categories of records in the system: Name indices of owners of U.S. registered aircraft and indices of co-owners of U.S. registered aircraft indexed by aircraft registration number.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such uses would include general reference to the records by Customs Officers to determine whether certain aircraft are in the TECS system and in enforcing laws and regulations relating to aircraft entering and leaving the United States; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in these microfiche files is provided for the routine use of the Office of Investigations of the Customs Service for the purpose of verifying information received from other sources in conjunction with investigations within the Office of Investigations.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: This microfiche is maintained in a file folder in a metal cabinet. The cabinet is located in a room which is manned during normal office hours, and locked after hours.

Retrievability: This microfiche file is identified by alphabetical name of the categories of individials maintained in that file and information is retrievable manually from these files.

Safeguards: These microfiche files are kept in a metal cabinet and are maintained within the room which is manned by Office of Investigations personnel during normal office hours. During non-working hours, the room in which the metal cabinet is located is locked and entrances to the office which contains that room are locked. Access to the building containing the office is controlled during non-working hours by a uniformed guard.

Retention and disposal: These files are retained indefinitely or until updated by more current records at which time the old records are disposed of by shredding.

System manager(s) and address: Special Agent in Charge, U.S. Customs Service, Office of Investigations, 600 South Street, Room 444, New Orleans, La. 70130; Resident Agent, U.S. Customs Service, Office of Investigations, 1719 West End Building, Rm. 303, Nashville, Tenn. 37203.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C.552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.018

System name: Aircraft Sanctioned List—Treasury/Customs.

System location: All ports and Regional Headquarters in Region VI, U.S. Customs Service, 500 Dallas St., Suite 1280, Houston, Texas 77002.

Categories of individuals covered by the system: Private aircraft owners and/or operators entering Region VI ports from a foreign country.

Categories of records in the system: Listed by name, address, port of service, bill number, and dollar amount of delinquent receivables.

Authority for maintenance of the system: Public Law 89-508, the "Federal Claims Collection Act of 1966;" 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Provide ready reference to officers and employees of the U.S. Customs Service in Region VI of parties-in-interest with past due accounts; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: List is maintained in file folder at work site.

Retrievability: Alphabetical order by name.

Safeguards: The list is placed in locked cabinet during non-working hours. The building is guarded by uniformed security police.

Retention and disposal: Quarterly an updated list is issued and the prior list is destroyed by shredding.

System manager(s) and address: Director, Financial Management Division, 500 Dallas St., Suite 1265, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Access, Customs Appendix A.

Record source categories: The source of information for the listing is obtained from a suspension file purged from the automated system of Aged Accounts Receivable.

Treasury/Customs 00.021

System name: Arrest/Seizure/Search Report and Notice of Penalty File—Treasury/Customs.

System location: Office of the District Director of Customs, Room 228, United States Customs Service, 335 Merchant Street, Honolulu, Hawaii 96813.

Categories of individuals covered by the system: Persons who are suspected of attempting to smuggle, or have smuggled, merchandise or contraband into the United States; individuals who have undervalued merchandise upon entry into the United States; vessels and aircraft which have been found to be in violation of Customs laws.

Categories of records in the system: Names of individuals, vessels, aircraft; identifying factors; nature of violation or suspected violation; circumstances surrounding violation or suspected violation; date and place of violation or suspected violation; and on-site disposition actions.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Enforcement use by Customs Patrol Officers.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each report is assigned a case number and filed accordingly in a locked, metal file located in the office of the Director of Patrol.

Retrievability: Each report is identified in a manual alphabetical card file by the name of the individual, vessel or aircraft.

Safeguards: In addition to being stored in a locked metal cabinet, these records are located in a locked room, the keys of which are controlled and issued only to authorized personnel.

Retention and disposal: These records are retained for one year or until action has been completed.

System manager(s) and address: District Director of Customs, U.S. Customs Service, Post Office Box 1641, Honolulu, Hawaii 96806.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.022

System name: Attorney Case File—Treasury/Customs

System location: Office of Regional Commissioner of Customs, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Persons who are parties in litigation with the United States Government or sub-units, or employees or officers thereof, in matters which affect or involve the U.S. Customs Service.

Categories of records in the system: Seizure reports, investigative reports, Customs forms and documents relative to the case, petitions for relief, decisions on petitions, other background information relating to the litigation, motions, orders, etc., filed in connection with the litigation; investigative reports relative to an individual's economic ability to pay a claim.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in file folders.

Retrievability: Records indexed by name of private individual involved in the litigation.

Safeguards: Open case files maintained in file cabinets with access by Regional Counsel and his staff only; closed case files maintained in locked cabinet with keys retained by Regional Counsel and his staff only.

Retention and disposal: Retained indefinitely or until there is no longer any space available within metal cabinets, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Commissioner of Customs, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files is received from U.S. Customs employees, reports of investigation, Customs penalty case files, other Government agencies, parties involved in litigation, banks and credit bureaus, administrative proceedings regarding disciplinary action taken against Customs Service employees, Equal Opportunity complaints, denials of tort claims, denials of information under the Freedom of Information Act, and from other parties' information pertinent to the litigation.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this

system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.270

System name: Background—Record File of Non-Customs Employees—Treasury/Customs.

System location: Offices of District Directors, Region IX, Chicago, Illinois—for addresses see Customs Appendix A.

Categories of individuals covered by the system: Present and past non-Customs personnel requiring a background investigation to gain admittance to restricted U.S. Customs premises.

Categories of records in the system: Report of background investigations, names, addresses, social security numbers and date and place of birth, etc. of non-Customs employees.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties which include ensuring the security of merchandise, contraband and information in Customs custody; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Treasury Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and stored in file cabinets in each District Director's office within Region IX, Chicago, Illinois.

Retrievability: Each file is identified by the name of the non-Customs employee.

Safeguards: The file cabinets are maintained within the area assigned to the District Director. During nonworking hours the room and/or building in which the file cabinet is located is locked.

Retention and disposal: These files are retained indefinitely. Employee name data is retained during the period the non-Customs employee requires admittance to restricted areas.

System manager(s) and address: District Director, as appropriate in Region IX, Chicago, Illinois.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this file originates from the individual non-Customs employee working for a private contractor who requires admittance to restricted U.S. Customs premises, from reports of background investigation which include interviews of Customs personnel and private parties and from other Customs internal documents.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records are proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.026

System name: Badge and Gun Report—Treasury/Customs

System location: Logistics Management Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Customs employees assigned to the Office of Investigations and the Office of Internal Security to whom badges and guns have been issued.

Categories of records in the system: Name, Social Security number, badge number, serial number of gun.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) Provide Customs with a record of those employees to whom badges and guns have been issued, and to provide personal accountability for badges and guns.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape and computer printout.

Retrievability: By name or Social Security number of the person to whom the badge or gun has been issued.

Safeguards: The magnetic tape and computer are maintained under procedural and physical safeguards such as accountability and receipt access, guards patrolling the area, restricted access, and alarm systems. Print-outs are stored in locked metal file cabinets. The room where the cabinets are kept is locked during non-working hours. The building is patrolled by security police on a round-the-clock basis, and only authorized persons are permitted in the building.

Retention and disposal: The records in this system are kept for as long as the individual remains in possession of a badge or gun. Thereafter the record is erased from the tape. The print-outs are retained for two years and then disposed of as paper trash.

System manager(s) and address: Director, Logistics Management Division, U.S. Customs Service, Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is recorded by the issuing officer at the time the badge or gun is issued.

Treasury/Customs 00.027

System name: Badge Number File—Treasury/Customs.

System location: Located in the Office of the District Director, San Diego, Calif.; Offices of the Port Directors, San Ysidro, Calif.; Tecate, Calif.; Calexico, Calif.; Andrade, Calif.; San Diego Barge Office; and the Offices of the Customs Patrol Division, San Diego, Calif.; San Ysidro, Calif.; Calexico, Calif.; Tecate, Calif.; see Customs Appendix A.

Categories of individuals covered by the system: Customs officers who have been assigned badges.

Categories of records in the system: Names, Badge Numbers.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of

an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Available to Supervisors and other Customs personnel who have need for badge identification.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained on single 8 x 10 sheet by property clerk and Port Director.

Retrievability: Alphabetical.

Safeguards: Building is locked during non-working hours.

Retention and disposal: Indefinite while employee in duty status; otherwise destroyed.

System manager(s) and address: District Director, Port Directors, and Division Directors within the San Diego Customs District, according to the list that is attached as Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information supplied by individual and the Customs Service.

Treasury/Customs 00.028

System name: Baggage Declaration—Treasury/Customs

System location: Located at the District and Port Directors' offices in the Ogdensburg, New York district. (Boston region)

Categories of individuals covered by the system: Persons required to make a written baggage declaration.

Categories of records in the system: Name, address, items declared and value.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) To substantiate cases of failure to declare or false declarations or investigation by Office of Investigations; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (d) In the event that this system of records includes information which indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature and whether arising by general statute or particular program statute or by regulation, rule, or order issued pursuant thereto the relevant records in the system of records may be referred, as a routine use, to the appropriate agency whether Federal, state, local, or foreign charged with the responsibility of investigating or prosecuting the statute or rule, regulation, or order issued pursuant thereto; (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee; the issuance of a security clearance; the letting of a contract; or the issuance of a license, grant, or other benefit; (f) A record from this system of records may be disclosed to a Federal agency in response to its request in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation of an employee; the letting of a contract; or the issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file folders in file cabinet.

Retrievability: By name.

Safeguards: Available to authorized Customs personnel only.

Retention and disposal: Free entry declarations are retained for three years then destroyed. Dutiable declarations are retained for three years at the Port, seven years at the Federal Record Center, and then destroyed.

System manager(s) and address: District and Port Directors.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The individual who files the baggage declaration.

Treasury/Customs 00.030

System name: Bankrupt Parties-in-Interest—Treasury/Customs.

System location: Regional Headquarters in Region VI, U.S. Customs Service, 500 Dallas St., Suite 1280, Houston, Texas 77002.

Categories of individuals covered by the system: Individuals indebted to U.S. Customs.

Categories of records in the system: Listed by name, address, port of service, bill number, and dollar amount of delinquent receivables.

Authority for maintenance of the system: Public Law 89-508, the "Federal Claims Collection Act of 1966;" 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Provide ready reference to officers and employees of the U.S. Customs Service in Region VI of parties-in-interest with past due accounts who have filed in bankruptcy court; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Cases are maintained in file folders at work site.

Retrievability: Alphabetical order by name.

Safeguards: These cases are placed in locked cabinets during nonworking hours. The building is guarded by uniformed security police.

Retention and disposal: As satisfaction received, cases are closed. Records are maintained per Records Control Manual FIS-4 No. 124.

System manager(s) and address: Director, Financial Management Division, 500 Dallas St., Suite 1265, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The source of information is obtained from individuals, bankruptcy courts, Customhouse brokers, and sureties.

Treasury/Customs 00.031

System name: Bills Issued Files—Treasury/Customs.

System location: Regional Commissioner of Customs, Suite 1501, 55 East Monroe Street, Chicago, Illinois 60603.

Categories of individuals covered by the system: Individuals to whom bills have been issued.

Categories of records in the system: Correspondence received from or sent to individuals in relation to bills issued by the United States Customs Service.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Individual alphabetical file folders in file cabinet.

Retrievability: Access by name of individual.

Safeguards: The file cabinet is maintained in the offices of the Regional Commissioner, Region IX, Chicago, Illinois. During nonworking hours the room/building in which the file is located is locked. Access is limited to authorized personnel.

Retention and disposal: Correspondence file is maintained for a period of three years then destroyed.

System manager(s) and address: Regional Commissioner of Customs, Room 1501, 55 East Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information consists of copies of letters or memoranda issued to or received from individuals. Records of phone calls and copies of documents related to the individual's transaction.

Treasury/Customs 00.033

System name: Biographical Information File—Treasury/Customs.

System location: Public Information Office, U.S. Customs Service, Region VI, Suite 1240, One Allen Center, 500 Dallas Street, Houston, Texas 77002.

Categories of individuals covered by the system: Employees who by virtue of position and/or achievement are the subject of official news releases and news inquiries.

Categories of records in the system: Name; title; office; location; employment date; professional status; schools and colleges attended; dates of graduation; degrees received; major subjects studied; special courses completed; work experience; memberships in professional societies; achievements; books and articles written; committee service; military service and honors; date and place of birth; marital status; spouse's name; number of children; home address; hobbies; civic activities; list of publications to be sent press releases; names and addresses of parents and spouse's parents; personal photograph; copies of press releases; copies of news clippings.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosures to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) To provide biographical and personal data used in the preparation of news releases; (d) To provide biographical and personal data used in responding to inquiries from the news media; (e) To provide biographical and personal data used in preparing articles for internal publications.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained in file folders and stored in metal file cabinets in an office with security lock.

Retrievability: The files are arranged alphabetically by name.

Safeguards: The file cabinet is located within an office that is locked during non-working hours. The building is guarded by uniformed security personnel.

Retention and disposal: Retained indefinitely as long as subjects are employed by Customs within the region. Files are destroyed when they are no longer useful.

System manager(s) and address: Regional Commissioner of Customs, U.S. Customs Service, Region VI, Suite 1240, One Allen Center, 500 Dallas Street, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information in press biographical information files is supplied by the individual to whom it pertains. The information is submitted in the form in which persons submitting the data prefer to see it in print.

Treasury/Customs 00.032

System name: Biographical Files (Headquarters)—Treasury/Customs.

System location: Public Information Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229, and the Regional Public Information offices located at the addresses listed in Customs Appendix A.

Categories of individuals covered by the system: General biographical records are maintained on all Customs employees for news release and public information purposes.

Categories of records in the system: General biographical information including home address, date and place of birth, educational background, work experience, honors and awards, hobbies, and other information.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such uses include release of information to the news media and for use in internal Customs publications; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses See Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is maintained in file cabinets in the Public Information Division at Customs Headquarters.

Retrievability: File folders are identified by the name of the person and are filed in alphabetical order.

Safeguards: The office in which the records are located is locked during non-working hours and the building is guarded by uniformed guards.

Retention and disposal: Files are retained during the individual's tenure as an employee of the Customs Service, after which the files are destroyed.

System manager(s) and address: Director, Public Information Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The individual involved, Customs personnel officers and co-workers.

Treasury/Customs 00.034

System name: Boarding Report—Treasury/Customs.

System location: Office of the Director, District Patrol, 600 South Street, New Orleans, La. 70130; Dir., District Patrol Division, Rm. 213, International Trade Center, 250 N. Water Street, Mobile, AL 36602.

Categories of individuals covered by the system: All suspect vessels and/or boats that information has been received on indicating unlawful or suspicious activity requiring a Customs search.

Categories of records in the system: Regional form giving name of vessel, registration number, boarding date, hailing port, documentation port, name and address of master and all other important information pertaining to suspect vessel or boat.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is

relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in standard Customs file folders in locked metal cabinets.

Retrievability: System is filed alphabetically by name of vessel owner.

Safeguards: File maintained in locked metal file cabinet, the keys of which are controlled by the custodian of the files. Those departmental officials who may occasionally be granted access consistent with their positions, have been cleared by a full field background investigation and granted appropriate security clearance for critical sensitive positions. During non-working hours, the room housing the metal cabinet is locked.

Retention and disposal: Boarding Reports are normally destroyed after 3 years. On active cases, files could presumably be retained for duration of interest in vessel. Disposal is by means of shredding.

System manager(s) and address: Director, District Patrol Division, 600 South Street, New Orleans, La. 70130.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.036

System name: Boat Owners Mailing List—Treasury/Customs.

System location: Inspection & Control Division, U.S. Customs Service, Region VI, 500 Dallas St., Suite 1240, Houston, Texas 77002.

Categories of individuals covered by the system: Individual boat owners who own boats; (a) 28 feet and over—residing in Texas, Louisiana and Alabama; (b) 16 feet and over—in counties contiguous to and available to Lake Amistad and Falcon Lake, Texas.

Categories of records in the system: Name of individual boat owners meeting above criteria, address and boat identification and description.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to printer and/or mailing center for distribution of advisory material; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is expected to be in a computer sheet printout which will be kept in the desk of an operations officer until needed.

Retrievability: It is expected that the lists from each state will be in alphabetical order.

Safeguards: The lists will be in an operations officer's desk which is located within an office that is locked during nonworking hours.

Retention and disposal: The information in these lists will be kept through initial mailing of required information after which they will be destroyed under supervision.

System manager(s) and address: Director, Inspection & Control Division, U.S. Customs Service, Region VI, 500 Dallas St., Suite 1240, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Boat registration lists from: (a) State of Texas; (b) State of Louisiana; (c) State of Alabama; (d) U.S. Coast Guard.

Treasury/Customs 00.037

System name: Cargo Security File—Treasury/Customs.

System location: Special Agent in Charge, Room 501, 243 West Congress Street, Detroit, Michigan 48226; Special Agent in Charge, Room 210, 55 Erieview Plaza, Cleveland, Ohio 44114.

Categories of individuals covered by the system: Longshoremen, Customs Bonded Warehouse employees, licensed Cartmen employees and other persons having access to cargo.

Categories of records in the system: Names, place of employment, residence, criminal records, date of birth, Social Security numbers, photographs, descriptions and other identifying data.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties and/or to cooperating Law Enforcement Agencies; (b) Disclosures required in administration of the Freedom of Information Act. (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in loose-leaf binders and cross indexed index cards showing license numbers are kept in a metal box. They are kept in the communications room for rapid access.

Retrievability: Names of companies and individuals can be retrieved by checking the loose-leaf binders kept in an alphabetical listing. License plate numbers are listed in numerical sequence on index cards.

Safeguards: The records are kept in a room within the office which is locked when not in use. Keys are available only to employees, and are not accessible to persons other than employees. Employees having access to the room have received a security background and clearance. The offices are located in buildings with guards and controlled by sign-in, sign-out sheets after regular hours.

Retention and disposal: Information remains in the system indefinitely or until no longer needed. The records are disposed of by shredding or burning.

System manager(s) and address: Special Agent in Charge, Room 501, 243 West Congress Street, Detroit, Michigan 48226; Special Agent in Charge, Room 210, 55 Erieview Plaza, Cleveland, Ohio 44114.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.271

System name: Cargo Security Record System—Treasury/Customs.

System location: District Director, 600 South Street, New Orleans, Louisiana 70130; District Director, P.O. Box 2748, Mobile, Alabama 36601.

Categories of individuals covered by the system: Drivers of motor vehicles of licensed cartmen and lightermen; properties and operators of each class of Customs bonded warehouse and their employees.

Categories of records in the system: Records on drivers of motor vehicles contain information relating to personal statistical data, phys-

ical characteristics, history of past employments, previous five years residences, alias (if any), citizenship, military records, criminal record other than traffic violations, use of narcotic drugs, and photograph. Name of operator of bonded warehouse and employees.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties which include protection of the revenue of the United States and protection of merchandise in Customs custody; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folder with Customs Form 3078, Customs Form 73, Photographs, and correspondence; For bonded warehouses, file folder contains Customs Form 3581 and names, addresses, and social security number of all employees; all stored in metal file cabinet. Alphabetical list of current I.D. cards issued on drivers retained in file folder and stored in desk drawer.

Retrievability: By individual name or corporate name.

Safeguards: Unlocked metal file cabinet and desk drawer of customs employee; building secured after hours.

Retention and disposal: Information on drivers is retained in an active file until revoked or cancelled. After revocation or cancellation, the information folder is placed in an inactive file for a period of five years, after which time the records are disposed of in accordance with the General Services Administration Records Disposal Manual. Information on proprietor bonded warehouse operators and employees is retained on file until Customs bonded operations cease and are discontinued, then are maintained in an inactive file for a period of three years. Final disposition is in accordance with the GSA Records Disposal Manual.

System manager(s) and address: District Director, 600 South Street, New Orleans, Louisiana 70130; District Director, P.O. Box 2748, Mobile, Alabama 36601.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is obtained from applicant (individual or corporation) and from reports of investigation on drivers obtained from Regional Director, Investigations, U.S. Customs Service.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (K)(2) proposes to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.039

System name: Carrier File—Treasury/Customs.

System location: Room 130, U.S. Customhouse, Terrace & International Streets, Nogales, Arizona 85621.

Categories of individuals covered by the system: Applicants for Bonded Carrier's License.

Categories of records in the system: Application with pertinent documents and bonds covering approval as bonded carrier.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Granting of Bonded Carrier status and collection of penalties for Customs violations; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Carrier files retained in alphabetical order at District Office.

Retrievability: By name.

Safeguards: Records are retained in lockable file cabinet and building is locked during other than office hours.

Retention and disposal: Records retained until obsolete and destroyed by burning.

System manager(s) and address: District Director, U.S. Customshouse, Nogales, Arizona 85621.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information contained herein originates with the applicant and includes required licenses and information relative to equipment utilized.

Treasury/Customs 00.040

System name: Carrier File—Treasury/Customs.

System location: Located in the Office of the District Director, San Diego, Calif.; Offices of the Port Directors, San Ysidro, Calif.; Tecate, Calif.; Calexico, Calif.; Andrade, Calif.; San Diego Barge Office; and the Offices of the Customs Patrol Division, San Diego, Calif.; San Ysidro, Calif.; Calexico, Calif.; Tecate, Calif.; see Customs Appendix A.

Categories of individuals covered by the system: Officers or owners, employees, associates of Customs Bonded Carriers.

Categories of records in the system: Name, date of birth, Social Security No., place of birth and other information relating to Officers, Associates, employees, etc., of Bonded Carriers.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended, and the Customs Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure of those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to

a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Maintain a current file relating to operations, bond status, possible violations, and employment history of individuals working for the Bonded Carrier.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manila folder in file cabinet.

Retrievability: Filed by name of company or individual.

Safeguards: Building locked during non-working hours.

Retention and disposal: Indefinitely.

System manager(s) and address: District Director, Port Directors, and Division Directors within the San Diego Customs District. See Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Customs Bonded Carriers' employees and correspondence.

Treasury/Customs 00.041

System name: Cartmen or Lightermen—Treasury/Customs.

System location: Customs ports, districts, and regional offices. See Customs Appendix A.

Categories of individuals covered by the system: Individuals and firms who have applied for or hold a license as a bonded cartman or lighterman and individuals employed by cartman or lightermen.

Categories of records in the system: Internal Customs Service memoranda and related materials regarding applications for licenses and identification cards, reports of investigations for approving these licenses and identification cards and card files showing outstanding identification cards and their location. Files also include fingerprint cards.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Used by Customs personnel in determining eligibility of applicants to be approved as licensed cartmen or lightermen; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevent to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (f) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained in a metal file cabinet in the office maintaining the system.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the licensed cartman or lighterman and in the alphabetical file folder by the name of the licensed cartman or lighterman. Each employee's record is filed in a manual alphabetical card file cross-referenced with company names.

Safeguards: The file is placed in a metal file cabinet at the work site. At locations where work is not performed on a 24-hour basis the work area is locked and only authorized persons are permitted in the building.

Retention and disposal: Files are reviewed at least once a year at which time cancelled I.D. cards may be removed. Closed CF 3078's may also be removed, but normally are held for approximately three years in case a new application is received from the same company or transferred to another company after a new investigation.

System manager(s) and address: Port Directors, District Directors, and Regional Commissioners of the U.S. Customs Service. See Customs Appendix A.

Notification procedure: See Customs Appendix A.

Systems exempted from certain provisions of the act: The commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.042

System name: Case and Complaint File—Treasury/Customs.

System location: Office of the Regional Counsel, U.S. Customs Service, Region IX, 55 E. Monroe Street, Room 1417, Chicago, Illinois 60603.

Categories of individuals covered by the system: Any individual initiating a court case or against whom a court case is brought; any individual involved in a personnel action, either initiating a grievance, discrimination complaint, or unfair labor practice complaint against the U.S. Customs Service or against whom a disciplinary or other adverse action is initiated; claimants or potential claimants under the Federal Tort Claim Act; individuals involved in accidents with U.S. Customs Service employees; U.S. Customs Service employees involved in accidents; persons seeking relief from fines, penalties and forfeitures and restoration of proceeds from the sale of seized and forfeited property; requesters under the Freedom of Information Act.

Categories of records in the system: The System contains the individual's name, the type of case, the uniform filing guide number, the Regional Counsel's office file number, by whom the matter was referred, the district where the action originated, if applicable.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used to retrieve files by attorneys and staff by use of the individual's name.

For additonal routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each alphabetical card is inserted in a metal file drawer.

Retrievability: Each card is identified alphabetically by the individual's name described in Category of Individual and the filing is alphabetical by last name.

Safeguards: The metal filing drawer containing the alphabetical cards described above is maintained within the area assigned to the Office of the Regional Counsel, Region IX at 55 E. Monroe Street, Chicago, Illinois 60603. During non-working hours, the room in which the metal filing drawer is located is locked and access to the building is controlled at all times by uniformed guards with a check-in system for employees. Only employees of the Regional Counsel's office and authorized building personnel have keys to the building.

Retention and disposal: These files are retained indefinitely or until there is no longer space available for them within the metal filing drawer at which time the oldest cards for closed files will be transferred to the storage area within the confines of the office. The

storage area is a large area containing cardboard boxes and metal storage cabinets, unable to be locked.

System manager(s) and address: Regional Counsel of Customs, Room 1417, United States Customs Service, 55 E. Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained on these cards originates with the initiation of any action by an individual which is channeled through the Regional Counsel's office. Additional information is identifying information for locating the particular case file relating to the court case, personnel action, tort claim, relief petition, or request under the Freedom of Information Act.

Treasury/Customs 00.043

System name: Case Files (Regional Counsel-Region V)—Treasury/Customs.

System location: The system is located at 1440 Canal Street, New Orleans, Louisiana 70112, Office of the Regional Counsel, Region V, United States Customs Service.

Categories of individuals covered by the system: (1) The first category of individuals on whom records are maintained in the system includes employees who have filed adverse actions, equal employment opportunity complaints, and grievances within Region V; employees who have filed tort claims under the Military Personnel and Civilian Employees Act; employees of the Regional Counsel's staff with regard to travel, training, evaluations, and other related personnel records; and applications for employment submitted to the Office of the Regional Counsel by prospective employees; (2) The second category of individuals on whom records are maintained in the system includes those individuals not employed by the agency who have filed equal employment opportunity complaints; tort claims under the Federal Tort Claims Act; tort claims filed under the Small Claims Act; individuals who have outstanding Customs bills submitted for collection; individuals, corporations, partnerships, and proprietorships who have filed supplemental petitions on fines, penalties, and forfeitures within Region V; files relating to individuals, corporations, partnerships, and proprietorships upon whom criminal case reports are prepared pending litigation and prosecution for violation of 19 U.S.C. 1305, 18 U.S.C. 542, 18 U.S.C. 545, 18 U.S.C. 549, 18 U.S.C. 1001, 18 U.S.C. 496, and 18 U.S.C. 371; on individuals, corporations, partnerships, and proprietorships who have filed supplemental petitions submitted in civil and technical violations for 19 U.S.C. 1592, 19 U.S.C. 1453, 19 U.S.C. 1448, 19 U.S.C. 1584, irregular deliveries, shortages and overages; and miscellaneous civil and technical violations.

Categories of records in the system: The categories of records maintained in the system are personnel actions; tort claims; collection efforts; supplemental petitions for fines, penalties, and forfeitures cases in Region V; criminal case reports for pending litigation and prosecution of cases in Region V; supplemental petitions for civil and technical violations committed within Region V; and employment applications for positions in the Office of the Regional Counsel, Region V.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as if necessary to obtain information relevant to an agency decision concerning the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Routine uses of the records contained in the system are for the processing and evaluation of complaints and claims submitted in adverse actions, equal employment opportunity complaints, grievances, tort claims, criminal investigations, civil investigations, collection efforts, employment actions, and personnel actions; (g) Routine uses include reference for the processing of claims; continuous updating of the records necessary for the processing of claims; references to the files for the satisfaction of claims and closing cases by or against the United States Customs Service within Region V; submission of copies of records to the General Services Administration and the Justice Department for prosecution of criminal and civil violations and collections; submissions of copies of records to various branches of the United States Customs Service within Region V for the purposes of investigating and/or processing outstanding civil and criminal cases, collection cases, tort claims, and various personnel actions; (h) The purposes of such uses include the processing of all of the above-cited claims by the Office of the Regional Counsel and the preparation of legal memoranda to various department heads and other agencies to expedite the ordinary course of business of the United States Customs Service within and without Region V.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are currently maintained in alphabetical file folders which are filed in two steel filing cabinets in the Office of the Regional Counsel, Region V, and they are maintained under lock and key outside the ordinary business hours.

Retrievability: Records maintained by the Office of the Regional Counsel, Region V, are retrievable by identifying the character of the record (i.e., adverse action, grievance, tort claim, criminal case), then by comparable statute or regulation, and then alphabetically by name and identifier. In addition, each case file is similarly identified on the alphabetical file folder within the steel filing cabinet.

Safeguards: (a) The steel filing cabinets described above are maintained within the area assigned to the Office of the Regional Counsel, 1440 Canal Street, New Orleans, Louisiana 70112. During non-working hours the room in which the locked steel cabinets are located is locked, and access to the building is controlled at all times by uniformed guards; (b) The policies and practices of the Office of the Regional Counsel regarding access controls are that only members of the staff of the Office of the Regional Counsel have access to the records maintained by the office.

Retention and disposal: (a) Records collected by this office are currently retained on a permanent basis as the office has only been in operation since August 1973; (b) Individual records are not disposed of by the Office of the Regional Counsel, Region V, and are simply placed into a further file of closed cases by category as stated above, and within each category by name. However, when applicable, this office will comply with appropriate disposal regulations whereby the oldest closed cases will be forwarded to the Federal Records Center in accordance with the Treasury Records Control Manual.

System manager(s) and address: The agency official responsible for the system of records maintained by the Office of the Regional Counsel is the Regional Counsel, Region V, United States Customs Service, 1440 Canal Street, New Orleans, Louisiana 70112.

Notification procedure: See Appendix A.

Record source categories: The categories of sources of records in this system are the individual himself and files compiled by the United States Customs Services by using employers, other government agency resources, financial institutions, educational institutions attended, and previous employers.

Additional information in these files is also derived from reports of investigation regarding the enforcement of civil or criminal statutes, administrative proceedings regarding disciplinary action taken against Customs Service employees, equal opportunity complaints, investigations of tort claims, the processing of inter-office memoranda information requested under the Freedom of Information Act, and the investigation regarding the collection of debts due the Government.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements

of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.044

System name: Certificates of Clearance—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: All employees of Region I, Boston, Massachusetts who have transferred, retired or resigned.

Categories of records in the system: Documented detailed information on an in-house prepared form indicating that the employee has returned all Government property in his personal possession and that the employee has cleared all debts owing to Customs such as unearned uniform allowances and travel advances.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) The system is used as a check-off list to insure that the employee has complied with his obligation for the return of Government property and money. The system is used by all employees of the Payment Section.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in file folders by District and name of employee in a metal file cabinet in the work area of the Payment Section.

Retrievability: The file is retrievable by District and name of employee.

Safeguards: The file is located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: The files are kept for 10 years and then destroyed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in the system originates at the District where the individual is employed.

Treasury/Customs 00.045

System name: Claims Act File—Treasury/Customs.

System location: Office of the Regional Counsel, Room 7422, New Federal Building, 300 N. Los Angeles St., Los Angeles, CA 90053.

Categories of individuals covered by the system: Current or former Customs employees who have filed, or may file claims under the Military Personnel and Civilian Employees' Claim Act of 1964 for damage to or loss of personal property incident to their service.

Categories of records in the system: Documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 31 U.S.C. 240-243; 31 CFR Part 4; Treasury Department Administrative Circular No. 131, August 19, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in this file is utilized to formulate recommendations, and is made available to the officials within the Customs Service who make final decisions on claims submitted pursuant to the Military Personnel and Civilian Employees' Claim Act of 1964.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted alphabetically in a file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified alphabetically in the file folder within the metal container by the name of the person who has filed or may file a claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the New Federal Building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest closed files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, Room 7422, New Federal Building, 300 N. Los Angeles St., Los Angeles, California 90053.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates with a Treasury Department Form No. 3079, Civilian Employee Claim For Loss or Damage to Personal Property, which is completed and filed with the Customs Service by the claimant. Additional information contained in these files may be separately provided by the claimant or by the claimant's supervisor. Where a claim is not filed, the information is limited to the investigative reports of damage to or loss of personal property of a Customs employee.

Treasury/Customs 00.046

System name: Claims Case File—Treasury/Customs.

System location: Office of Regional Commissioner of Customs, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Parties who have filed claims for damage or injury against the Government, or against whom the Government has a claim for damage or injury in matters which affect or involve the U.S. Customs Service; private individuals or Government employees who are involved in the incident which gave rise to the claim.

Categories of records in the system: Reports relative to the circumstances of the claim (including accident reports provided by Customs personnel, agents' investigative reports, correspondence between Customs and the claimant or his representative); reports relative to an individual's ability to pay a claim for damages.

Authority for maintenance of the system: 5 U.S.C. 301; Reorganization Plan No. 1 of 1950; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a

violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in file folders.

Retrievability: Records indexed by name of private individual making a claim or against whom a claim is made; cross-referenced file with name of Government employee, if any, involved.

Safeguards: Open case files maintained in file cabinets with access by Regional Counsel and his staff only; closed case files maintained in locked cabinet with keys retained by Regional Counsel and staff only.

Retention and disposal: Retained indefinitely or until there is no longer any space available within metal cabinets, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Commissioner of Customs, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files is received from U.S. Customs employees, reports of investigation, credit checks, private individuals involved in the claims, other Government agencies and other individuals with pertinent information.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.047

System name: Claims Files (Region VIII)—Treasury/Customs.

System location: Office of the Regional Counsel, 211 Main Street, San Francisco, CA 94105

Categories of individuals covered by the system: The categories included are: (1) Private persons filing claims under the Federal Tort Claims Act for property damage or personal injury allegedly caused by a wrongful or negligent act or omission on the part of a Customs Service employee while acting within the scope of his employment; (2) Current or former Customs employees filing claims under the Military Personnel and Civilan Employees' Claims Act of 1964 for damage to or loss of personal property incident to their service; (3) Individuals against whom the Government may have a claim for property damage caused by a wrongful or negligent act or omission on the part of the individual.

Categories of records in the system: Reports of invstigation regarding claims filed, documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; Reorganization Plan No. 1 of 1965; 28 U.S.C. 2672, et seq; 31 U.S.C. 240-243, 28 CFR 14.1 et seq; 31 CFR 3.1, et seq; 31 CFR, Part 4; Treasury Department Administrative Circular No. 131, August 19, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552);(c) The information contained in these files with respect to Category 1 individuals above is used to administratively process claims filed under the Federal Tort Claims Act and is made available to the officials within the Customs Service who review recommendations and who make final decisions on such claims. In addition, information contained in the Category 1 files is made available to the Department of Justice to assist that Department in preparing the Government's case when suit is filed in court based on an administrative denial of the claim or based on a failure to administratively process the claim within the prescribed time period; (d) The information contained in these files with respect to Category 2 individuals above is utilized to formulate recommendations, and is made available to the officials within the Customs Service who make final decisions on claims submitted pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964; (e) Information contained in these files with respect to Category 3 individuals above is used to make recommendations and is made available to officials within the Customs Service who make final determinations with respect to whether or not Customs should proceed to collect a claim against an individual for damage to Government property and how this should be done.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal file cabinet.

Retrievability: Each case file is indentified in a manual alphabetical card file by the name of the person who filed the claim and in the alphabetical file folder within the metal file cabinet by the name of the person who filed the claim in the case of Categories 1 and 2 above and by the name of the individual against whom the Government may have a claim in the case of Category 3 above.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Office of the Regional Counsel within the Federal Building. During non-working hours the room in which the metal file cabinet is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Claim files are retained indefinitely or until there is no longer any space available for them within the metal file cabinet, at which time the oldest files may be transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, 211 Main Street, San Francisco, CA 94105.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in the Federal Tort Claim files originates with a Standard Form 95, Claim for Damage or Injury, which is completed and filed with the Customs Service by the claimant. Investigations are conducted by authorized Customs Service investigative personnel in order to determine the facts surrounding the claims. During these investigations information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the claims.

The information contained in the Military Personnel and Civilian Employees Claims Act files originates with a Treasury Department Form No. 3079, Civilian Employee Claim For Loss or Damage to Personal Property, which is completed and filed with the Customs Service by the claimant. Additional information contained in these files may be separately provided by the claimant or by the claimant's supervisor.

Information contained in the files concerning property damage claims by the Government originates with a report by a Government employee of an incident or of facts from which it appears that the Government may have a claim. Based upon the reports, investigations are conducted to determine the facts surrounding the claims. During the investigations information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the claims.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for

the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.048

System name: Claims for Automobile Accidents—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Persons involved in automobile accidents for which Customs is pursuing collection.

Categories of records in the system: Accident reports, estimate of damages, insurance company correspondence, statements of witnesses, scope of employment of motor vehicle operation, and copies of bills sent to debtors.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature and whether arising by general statute or particular program statute or by regulation, rule, or order issued pursuant thereto the relevant records in the system of records may be referred, as a routine use, to the appropriate agency whether Federal, state, local, or foreign charged with the responsibility of investigating or prosecuting the statute or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee; the issuance of a security clearance; the letting of a contract or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency in response to its request in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation of an employee; the letting of a contract; or the issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) This system is used by the Operating Accountant and Collection Section employees to collect claims resulting from damage to Customs vehicles.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in file folders located in the office of the Revenue Accountant in a 4-drawer metal file under his physical security.

Retrievability: The file is retrieved by the name of the individual which is kept in alphabetical order.

Safeguards: The file is located within an office that is locked during non-working hours. The building is guarded by uniformed Security Police, and only authorized persons are permitted entry to the building.

Retention and disposal: The file is retained until collection is effected or referred to the Regional Counsel. The file is kept for three years and then destroyed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record source categories: The information in the system originates with the operator of the motor vehicle in conjunction with the investigation report obtained from the Office of Internal Affairs.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.049

System name: Claims (Receivable and Payable)—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Persons who have presented claims for payments by Customs or one involved in debts due Customs.

Categories of records in the system: Documented detailed information concerning the claims or debts involved in each case and related financial data on individuals involved in the debt or claim.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program stature, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) The system is used by the Chief, Accounting Branch as a guide in information-gathering to effect payment or collection.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in file folders maintained in a metal file cabinet under the physical security of the Chief, Accounting Branch of the Financial Management Division.

Retrievability: The file is retrieved by the name of the individual on subject matter.

Safeguards: The files are located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: The files on unusual cases are kept indefinitely for reference; routine cases are destroyed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in the system is obtained from the Personnel Department and the Payroll Data Center.

Treasury/Customs 00.266

System name: Collection File—Treasury/Customs.

System location: Office of the Regional Counsel, Suite 1220, 500 Dallas Street, Houston, Texas 77002.

Categories of individuals covered by the system: Individuals against whom the Customs Service has asserted monetary claims and maintains collection efforts, principally for damages done to Government property.

Categories of records in the system: Reports of investigation regarding damage done to Government property by private individuals and documents relating to the administrative determination and handling of the claim.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the U.S. Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) The information contained in this file is used to administratively process claims asserted by the Customs Service for damage done to government property by private individuals. The information is made available to those officials within the Customs Service who review and process such claims. In addition, information contained in this file is made available to the Department of Justice to assist that Department in preparing the government's case when suit is filed in court because administrative collection efforts are unsuccessful.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in the alphabetical file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained with the area assigned to the Office of the Regional Counsel on the 12th Floor of 500 Dallas Street, Houston, Texas. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed security guards provided by the lessor.

Retention and disposal: These files are retained until closed at which time the closed files are transferred to the Division of Facilities Management, Office of the Regional Commissioner, Houston, Texas for ultimate transportation to the Federal Record Center.

System manager(s) and address: Regional Counsel, Suite 1220, United States Customs Service, 500 Dallas Street, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with a memorandum filed by the Customs employee accountable for the damaged property. An investigation is then conducted by authorized Customs Service investigative personnel in order to determine the appropriate facts. During the investigation, information may be elicited from Customs Service employees, private individuals, or any other party who may have relevant information.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.050

System name: Community Leader Survey—Treasury/Customs.

System location: Equal Employment Opportunity Officer, U.S. Customs Service, Region VI, 500 Dallas St., Suite 1240, Houston, Texas 77002.

Categories of individuals covered by the system: The names, titles, and organization of persons who may be construed to be occupying a community leadership role and who may be in a position to furnish information or have some influence in regard to the equal employment opportunity program area.

Categories of records in the system: These records will consist of a card index of the names, titles, and organization of community leaders.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) To provide an evaluation of the Regional equal employment opportunity posture; (b) To provide planning for an affirmative action program and to assist in evaluating and monitoring progress in the equal employment opportunity program area; (c) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (d) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: To be prepared in an alphabetical card listing and filed in a metal file cabinet.

Retrievability: To be listed and filed alphabetically.

Safeguards: The metal file cabinet described above will be maintained within the area assigned to the Equal Employment Opportunity Officer. During non-working hours this office area is locked and access to the building is controlled at all times by uniformed guards.

Retention and disposal: To be useful, this information file must be kept current. Non-current files will be destroyed locally.

System manager(s) and address: Equal Employment Opportunity Officer, U.S. Customs Service, Region VI, 500 Dallas St., Suite 1240, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information to be included in these files will be developed from local agencies (city, county, state, and Federal) and from local civic organizations.

Treasury/Customs 00.051

System name: Complaints Against Customs Personnel—Treasury/Customs.

System location: Director, District Patrol Division, 600 South Street, New Orleans, LA 70130; Director, District Patrol Division, Room 213, International Trade Center, 250 N. Water Street, Mobile, AL 36602.

Categories of individuals covered by the system: Present and past employees of the Patrol Division and U.S. Customs Service.

Categories of records in the system: Letters and official government memoranda.

Authority for maintenance of the system: 5 U.S.C. 301; Reorganization Plan No. 1 of 1950; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additonal routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained in file folders and stored in locked metal cabinets.

Retrievability: File folders for this system are filed according to Customs filing code system.

Safeguards: File is maintained in locked, metal file cabinet, the keys of which are controlled by the custodian of the files. Those departmental officials who may occasionally be granted access consistent with their positions have been cleared by a full field background investigation and granted appropriate security clearance for critical sensitive positions. During non-working hours, the room housing the metal cabinets is locked.

Retention and disposal: Complaints against Customs Personnel files are normally destroyed after 1 year. If there are any pending complaints, the file may be kept until the case is closed. Method of disposal is shredding.

System manager(s) and address: Director, District Patrol Division, 600 South Street, New Orleans, La 70130.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates from any Federal, state or local law enforcement agencies or individuals, from any private business or individuals who may have any complaints against Customs personnel.

Treasury/Customs 00.053

System name: Confidential Source Identification File—Treasury/Customs.

System location: Office of Investigations, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Individuals (Sources) supplying confidential information to the U.S. Customs Service, Office of Investigations.

Categories of records in the system: This system contains some or all of the following information: name (actual or assumed), source (identifying) number, date number assigned, address, citizenship, date and place of birth, physical description, photograph, Social Security number, FBI number, passport number, Customs Form 4621 documenting information received from confidential source, amount and date of monetary payment made to source for information supplied, criminal record, copy of driver's license, and copy of alien registration card.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; 19 U.S.C. 2072, Title 19, United States Code; Title 18, United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This information is primarily for the exclusive internal use of authorized employees of the Office of Investigations in connection with civil and criminal investigations and in connection with payments made for information received. Stringent controls are placed upon access to the files, even among Office of Investigations personal. In extremely rare and unusual situations, information with full source concurrence may be supplied to such organizations as Federal, state, and/or other law enforcement or prosecutorial agencies as the demands of law or justice might require.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in a metal storage cabinet which remains locked except when momentarily opened for filing purposes.

Retrievability: The name of each source is filed in both alphabetical order and by location of the submitting office.

Safeguards: In addition to being stored in secure metal cabinets with government approved locks, the metal files are located in a closely watched room of the Office of Investigations. Personnel maintaining the files are selected for their reliability, among other qualities, and afforded access only after having been cleared by a full field investigation. During non-working hours the room in which the records are located is locked and access to the building is controlled by uniformed security guards.

Retention and disposal: Indefinite retention periods have been established for all records contained in the file. When a file no longer has any utility it is destroyed by either shredding or burning.

System manager(s) and address: Assistant Commissioner, Office of Investigations, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.054

System name: Confidential Statements of Employment and Financial Interests—Treasury/Customs.

System location: Located in the Regional office or Personnel Management Division, U.S. Customs Service, of each region and headquarters, according to Customs Appendix A.

Categories of individuals covered by the system: Those employees as listed in Treasury Personnel Manual Chapter 735 Subpart C, Section 0.735-320, Customs Appendix A, and the currently effective edition of Customs Circular PER-2-PER (Subject: Personnel; Departmental Rules of Conduct and Requirements Concerning Financial Statement).

Categories of records in the system: Form TD 3087, Confidential Statement of Employment and Financial Interests.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) All financial statements are to be reviewed for an indication of any conflict of interest or apparent conflict of interst as defined in the Federal, Treasury, and Customs Personnel Manuals.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in locked safe.

Retention and disposal: Records are destroyed two (2) years after employee leaves a position in which a statement is required, or two (2) years after the employee leaves the agency, whichever is earlier.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229, or appropriate Regional Principal Field Officer.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Individuals required to submit Form TD 3087.

Treasury/Customs 00.055

System name: Congressional and Employment Correspondence—Treasury/Customs.

System location: Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Categories of individuals covered by the system: Records are maintained in this system on individuals who have written to their Congressman or directly to Customs requesting assistance in resolving problems and/or securing employment.

Categories of records in the system: Incoming letters and the agency's reply and related materials.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Records are used as a point of reference should the individual submit other inquiries either from him personally or his Congressman.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in a locked file.

Retention and disposal: Indefinite.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The source of records in the system are the inquiries originated by the individual.

Treasury/Customs 00.056

System name: Congressional and Public Correspondence File—Treasury/Customs.

System location: Support Branch, Inspection and Control Division, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Those persons sending letters of complaint or making written inquiries concerning Customs inspectional activities and procedures. Those persons include Congressmen acting on behalf of their constituents, industrial and commercial representatives, and private individuals.

Categories of records in the system: The name of the person or persons concerned, file number, date of inquiry, date inquiry received, closing date, member of staff closing case, and the nature of the complaint or inquiry.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine use of records contained in this system are as follows: (a) Disclosure to those officers and employees of the Customs Service and Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) To maintain a record of public inquiries and complaints received by the Division, to determine priority for responding to inquiries and complaints; to provide quick retrieval of such correspondence; to ensure timely response to inquiries and complaints; and to prepare responses to inquiries and complaints.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Correspondence records are maintained on 3 x 5 index cards. The cards are placed within a 6 x 9 metal file box, which is kept in an unlocked desk drawer. The correspondence files themselves are placed in legal and letter size metal file cabinets which are kept in a locked file room.

Retrievability: Correspondence records are identified by the name of the person making inquiry or complaint. The cards are then filed alphabetically.

Safeguards: Access to the file is granted only to authorized Customs personnel. During non-working hours the room in which the records are located is locked and access to the building is controlled by uniformed security police.

Retention and disposal: The records are maintained indefinitely.

System manager(s) and address: Office Manager, Support Branch, Inspection and Control Division, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information contained in this record system is obtained from the correspondence of the individual making the inquiry or complaint and from investigations and/or inquiries into complaints conducted by Customs Service personnel which include interviews of involved Customs employees and private individuals or other witnesses to the incident in question.

Treasury/Customs 00.057

System name: Container Station Operator Files—Treasury/Customs.

System location: Offices of District Directors, Region IX, Chicago, Illinois. See Customs Appendix A.

Categories of individuals covered by the system: Present and past container station operators and employees that require an investigation and related information.

Categories of records in the system: Report of investigations, application and approval or denial of bond to act as container station operator and other Customs Service memoranda. Names, addresses, social security numbers, and dates and places of birth of persons employed.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; Customs Regulations, Part 19.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and stored in file cabinets in each District Director's office within Region IX, Chicago, Illinois.

Retrievability: Each file is identified by the name of the container station operator.

Safeguards: The file cabinets are maintained within the area assigned to the District Director. During non-working hours, the room and/or building in which the file cabinet is located is locked.

Retention and disposal: These files are retained indefinitely. Employee name data retained for period of employment with container station operator.

System manager(s) and address: District Director, each district within Region IX, Chicago, Illinois. See Customs Appendix A

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this file originates from the individual applicant for container station operator bond, from reports of investigation and other Customs memoranda.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.058

System name: Cooperating Individual Files—Treasury/Customs.

System location: These files are located in regional and local Customs Patrol Offices within the United States. See Customs Appendix A.

Categories of individuals covered by the system: Persons providing confidential information to the U.S. Customs Service Patrol Division.

Categories of records in the system: These records include: assumed names; actual names; code numbers; addresses; telephone numbers; physical descriptions; miscellaneous identifying numbers such as Social Security numbers, driver's license number, etc.; date individual's record was established; amount and date of reward paid for information supplied.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information in this system is used primarily by the Customs Patrol Officer who receives confidential information for the purpose of detecting and apprehending suspected violators of Customs and related laws, and for the purpose of processing the payment of rewards for information received. Disclosure may be made only in extremely rare and unusual situations when demands of law or justice require that information be supplied to such organizations as Federal, state and/or other agencies.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All files and indices relating to cooperating individuals are stored in metal file cabinets secured with combination locks in a government secured building.

Retrievability: The name of each cooperating individual is filed in alphabetical order by assumed name and by actual name. The indices are maintained in the same alphabetical order and are also cross-referenced by the Patrol Division alpha numeric code number. All other indentifying data is used for verification of identity rather than method of retrieval.

Safeguards: In addition to being stored in secure metal cabinets with government approved locks, the metal files are kept locked when not in use and located in a closely watched room of the Patrol Division. Personnel maintaining the files are selected for their reliability among other qualities, and they are afforded access only after having been cleared by a full field investigation. The files are given the same treatment as material classified as Secret. During duty hours, Patrol Division personnel maintain visual control and during off-duty hours the area containing the files is locked.

Retention and disposal: Indefinite retention periods have been established for almost all records contained in the file. When a file no longer has any utility, it is destroyed by either shredding or burning.

System manager(s) and address: The Regional Patrol Director in Regional Customs Patrol Offices; the District Patrol Director in District Patrol Offices; and the Supervisory Customs Patrol Officer in suboffices of District Customs Patrol. See Customs Appendix A.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.060

System name: Counseling Reports—Treasury/Customs.

System location: Equal Employment Opportunity Officer, U.S. Customs Service, Region VI, 500 Dallas Street, Suite 1240, Houston, Texas 77002.

Categories of individuals covered by the system: Present and past employees who have received counseling service offered by the Equal Employment Opportunity Officer or a designated counselor.

Categories of records in the system: Internal Customs Service memoranda, notes, excerpts from the official personnel files and other information pertinent to the counseling session(s).

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) To gather information to prove or disprove complainant's allegation and to resolve complaint informally, if possible; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in a locked metal file cabinet drawer.

Retrievability: Each case file is identified on the alphabetical file folder within the metal file drawer.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Equal Employment Opportunity Officer. During non-working hours the office area is locked and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer adequate local storage space at which time they are transferred to the Federal Records Center at Ft. Worth, Texas.

System manager(s) and address: Equal Employment Opportunity Officer, U.S. Customs Service, Region VI, 500 Dallas Street, Suite 1240, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates with the receipt of a complaint by an employee. Additional information may be obtained from the employee's official personnel file and inquiries concerning the specific complaint.

Treasury/Customs 00.061

System name: Court Case File—Treasury/Customs.

System location: Office of the Regional Counsel, Room 7422, New Federal Building, 300 N. Los Angeles St., Los Angeles, California 90053.

Categories of individuals covered by the system: Persons who are parties in litigation with the United States Government or subunits or employees or officers thereof, in matters which affect or involve the United States Customs Service.

Categories of records in the system: Court documents with exhibits, reports of investigations, internal Customs Service memoranda summarizing or relating to the matter in controversy and other background information relating to the subject matter or origin of the litigation.

Authority for maintenance of the system: 28 U.S.C. 2676, 19 U.S.C. 1603, E.O. 6166. 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this file is maintained for the use of the Regional Counsel and may be made available to the appropriate United States Attorney upon request to assist him in representing the interests of the Government, the agency or officer or employee involved in the litigation, or to other agencies involved in the same or similar litigation. Disclosure to Treasury and Customs employees who have need for the records in the performance of their duties and disclosures under the Freedom of Information Act.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified by the name of the person against whom the Government has initiated the litigation, or by the name of the person who initiated the litigation against the Government.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the New Federal Building. During nonworking hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest closed files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, Room 7422, United States Customs Service, 300 N. Los Angeles St., Los Angeles, California 90053.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with a request by a District Director to the appropriate

United States Attorney that he institute suitable judicial action to enforce the forfeiture of merchandise and vehicles, or the value thereof, which had been imported or used in violation of the Customs laws, and upon which final administration action has taken place. Information in this file also originates with the filing of a complaint by a private person against the Government, and by the filing of a complaint by the Government against private persons or former employees to enforce the collection of debts due the Government. Information in the files is also derived from reports of investigation regarding the enforcement of civil or criminal statutes and denial of tort claims.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.062

System name: Court Case Files (Region VIII)—Treasury/Customs.

System location: Office of the Regional Counsel, 211 Main Street, S.F. CA 94105.

Categories of individuals covered by the system: Persons who are parties in litigation with the United States Government or subunits or employees or officers thereof, in matters which affect or involve the United States Customs Service.

Categories of records in the system: Litigation report requests and responses thereto, reports of investigations, internal Customs Service memoranda summarizing or relating to the matter in controversy and other background information relating to the subject matter or origin of the litigation.

Authority for maintenance of the system: 5 U.S.C. 301, Reorganization Plan No. 1 of 1950; Treasury Department Order No. 165, Revised, as amended; Reorganization Plan No. 1 of 1965. 28 U.S.C. 507, 19 U.S.C. 1603, E.O. 6166.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in these files is routinely provided to the Department of Justice or individual U.S. Attorneys upon request to assist that Department or individual U.S. Attorney in representing the interests of the Government, the agency or officer or employee involved in the litigation, or to other agencies involved in the same or similar litigation. Files are often channeled through the office of the Chief Counsel of Customs and the Treasury Department; (d) Information contained in these files may also be used internally by the Regional Counsel or members of his staff insofar as it relates to precedent or guidelines for handling subsequent cases.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal file cabinet.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who initiated the litigation against the Government, agency, officer or employee or by the name of the person against whom the Government initiated the litigation. In addition each case file is similarly identified on the alphabetical file folder within the metal file cabinet.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Regional Counsel at 211 Main Street, San Francisco. During non-working hours the room in which the metal file cabinet is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal file cabinet, at which time some files may be transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, United States Customs Service, 211 Main Street, San Francisco, Calif. 94105.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the receipt of a litigation report request from the Department of Justice or an individual United States Attorney which results in a written report to that Department or U.S. Attorney regarding the facts of the particular case. Information in this file is also derived from reports of investigation regarding the enforcement of civil or criminal statutes, administrative proceedings regarding disciplinary action taken against Customs Service employees, equal employment opportunity complaints, denials of tort claims, denials of information requested under the Freedom of Information Act, and the collection of debts due the Government.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.c. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.063

System name: Court Docket Records System—Treasury/Customs.

System location: Office of the Regional Counsel, U.S. Customs Service, Region IX, 55 E. Monroe Street, Room 1417, Chicago, Illinois 60603.

Categories of individuals covered by the system: Persons either suing or being sued by the U.S. Customs Service in civil actions for damages; recovery or enforcement of obligations to U.S. Customs, including duties, tort claims, fines, penalties, forfeitures, seizures; reversal of adverse personnel actions, and any other proceeding in U.S. District Courts and U.S. Circuit Courts of Appeal, involving the U.S. Customs Service and/or officers and employees of the U.S. Customs Service in their official capacity, or persons accused of violation of laws enforced by the United States Customs Service.

Categories of records in the system: Court pleadings, litigation report requests and responses thereto, reports of investigations, internal Customs Service memoranda summarizing or relating to the matter in controversy and other background information relating to the subject matter or origin of litigation.

Authority for maintenance of the system: 28 U.S.C. 2676, 19 U.S.C. 1603, 28 U.S.C. 2671 et. seq.; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Information contained in this file is provided as a routine use to the Department of Justice to assist that department in representing the interest of the Government, the agency or officer involved in the litigation, or to other agencies involved in the same or similar litigations. Files are often channeled through the Department of the Treasury.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in a file folder which is filed in a lockable drawer within a metal filing cabinet container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the plaintiff in a proceeding against the U.S. Government, Customs Service, and/or employee, or by the name of the defendant in proceedings brought by the government. In addition, each case file is similarly identified on the file folder with the alphabetical name on the file which is placed and located within the metal container.

Safeguards: The metal file drawer containing the files described above is maintained within the area assigned to the office of the Regional Counsel, Region IX, at 55 E. Monroe Street, Chicago, Illinois. During non-working hours, the room in which the metal filing drawer is located is locked, the file container itself is locked, and access to the building is controlled at all times by uniformed guards with a check-in system for employees. Only employees of the Regional Counsel's office and authorized building personnel have keys to the building.

Retention and disposal: These files are retained indefinitely or until there is no longer space available for them within the metal filing cabinet at which time the oldest files are transferred to the storage area within the confines of the office. The storage area is a large area containing cardboard boxes and metal storage cabinets which are not able to be locked. Files which are closed and not retained for precedent purposes are retired to the Federal Records Center, General Services Administration, 7358 S. Pulaski, Chicago, Illinois 60602, in accordance with the U.S. Customs Service Records Disposal Manual.

System manager(s) and address: Regional Counsel of Customs, Room 1417, United States Customs Service, 55 E. Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the receipt of a litigation report request from the Department of Justice which is channeled through the Treasury Department, or with the receipt of a court pleading from one of the members of the U.S. Customs Service. Information in this file is derived from reports of investigations regarding the enforcement of civil or criminal statutes, administrative proceedings regarding disciplinary action taken against Customs Service employees, equal opportunity complaints, denials of tort claims plus tort claim information, denials of information under the Freedom of Information Act request, and the collection of debts due the Government.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.064

System name: Credit Card File—Treasury/Customs.

System location: Logistics Management Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Headquarters Customs Service Employees to whom national gasoline credit cards and Hertz and Avis automobile rental cards have been issued.

Categories of records in the system: Credit card numbers, names, and signatures of employees to whom credit cards have been issued, and the date of issuance.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include: maintaining an inventory of gasoline credit cards and automobile rental cards which are assigned to high level Customs Service officials or which are issued on a one transaction basis to other Customs Service officials or employees for their use in connection with the performance of their official duties; ensuring accountability for the cards issued; and providing a means for collecting issued cards when they are no longer needed by the officers or employees to whom they were issued; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on index cards which are placed in a locked metal file cabinet within one office.

Retrievability: A portion of the index cards are identified by the name of the person to whom the credit card was issued in the case of credit cards which have been permanently assigned to higher level Customs Service officers and such index cards are filed alphabetically. The remainder of the index cards relate to credit cards which are issued to Customs Service officers or employees on a one transaction basis, and these index cards are filed by the applicable credit card number.

Safeguards: The metal cabinet in which the index cards are placed is locked, and the room in which the metal cabinet is located is locked during non-working hours. The building is guarded by uniformed security police, and only authorized persons are permitted in the building.

Retention and disposal: Index cards filed alphabetically by name are retained during the period that the officials named thereon are in possession of the credit cards, and these index cards are disposed of when the officials are no longer in possession of the credit cards. Index cards filed by credit card number are retained until all signature lines have been used, at which time these index cards are discarded.

System manager(s) and address: Chief, Headquarters Support Branch, Logistics Management Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system is obtained from Customs Service records and is also furnished by the officers or employees to whom the credit cards have been issued.

Treasury/Customs 00.272

System name: Currency Declaration File (IRS Form 4790)—Treasury/Customs.

System location: One or more offices of District Directors of Customs or suboffices under the District Director's jurisdiction (for addresses of District Directors, see Customs Appendix A).

Categories of individuals covered by the system: Individuals departing from or entering the country who filed IRS Form 4790.

Categories of records in the system: Name, identifying number, birthdate, address, citizenship, visa date and place, immigration alien number, kinds and amounts of monetary instruments, address in the United States or abroad, passport number and country, and arrival or departure information.

Authority for maintenance of the system: 31 U.S.C. 1101; 5 U.S.C. 301; Treasury Department Order No. 165, revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; such duties include referencing and verifying currency declarations filed; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552);

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The Form 4790 is maintained in a file folder or binder in an open storage rack.

Retrievability: They are indexed and filed by name in the folder or binder.

Safeguards: The office and building are locked during nonworking hours.

Retention and disposal: The records are retained from one to five years and then destroyed.

System manager(s) and address: District Directors of Customs.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information on the IRS Form 4790 originates from the individual or Customs agent reporting the bringing in or taking out of currency or monetary instruments exceeding 5,000 dollars.

Treasury/Customs 00.067

System name: Currency and Monetary Instrument Reporting System (CMIR)—Treasury/Customs.

System location: U.S. Customs Service, Office of Enforcement Support, 1301 Constitution Avenue, N.W.; Washington, D.C. 20229.

Categories of individuals covered by the system: Listing of Individuals who filed Internal Revenue Service Form 4790 (Currency and Monetary Instrument Report).

Categories of records in the system: Name of individuals filing form, name of owner of monetary instrument, amount of currency reported, address, personal identifiers, date of birth, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (f) Records the fact that the individual of record conveyed the monetary instruments into or out of the United States.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tapes.

Retrievability: By name and other unique identifiers.

Safeguards: Procedural and physical safeguards are utilized such as accountability and receipt access, guards patrolling the area, restricted access and alarm protection systems, special communication security, etc.

Retention and disposal: Indefinite.

System manager(s) and address: Assistant Commissioner, Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W.; Washington, D.C. 20229.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.068

System name: Customhouse Brokers Examination Records—Treasury/Customs.

System location: Duty Assessment Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Persons who have taken the customhouse brokers' examination.

Categories of records in the system: The name of the examinee, the Customs district where the examination was taken, the examination date and the examination grade.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended. 19 U.S.C. 66, 1641; 19 CFR Part 111.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such uses would include informing examinees of examination results, retention for statistical purposes and for general reference for the examinees and Duty Assessment Division employees. (b) Disclosures required in administration of the Freedom of Information Act (U.S.C. 552).

For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are kept in a file drawer in the offices of the Duty Assessment Division.

Retrievability: The records are maintained on four by six inch index cards and are filed alphabetically.

Safeguards: During working hours, employees of the Duty Assessment Division are present in the offices where the records are maintained and the U.S. Customs Service Headquarters building is guarded by security police. During non-working hours the offices are locked and the building is guarded by security police.

Retention and disposal: The current policy of the Duty Assessment Division is to retain the records indefinitely.

System manager(s) and address: Director, Duty Assessment Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information supplied by examinees on the customhouse brokers' examinations.

Treasury/Customs 00.069

System name: Customhouse Brokers File, Chief Counsel—Treasury/Customs.

System location: Office of the Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Licensed customhouse brokers.

Categories of records in the system: Internal Customs Service memoranda and related material regarding proposed administrative disciplinary action against customhouse brokers for violation of the regulations governing the conduct of their business.

Authority for maintenance of the system: 19 U.S.C. 1641; 19 CFR Part 111; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552). (c) In order to carry out the authority to discipline customhouse brokers for violation of regulations promulgated pursuant to 19 U.S.C. 1641, information in this file is used to evaluate reported derelictions and to recommend to the Commissioner of Customs that disciplinary action

be initiated or to recommend that such action not be taken. In addition, information in these files is used to prepare written reprimands issued to brokers and to prepare proposed charges in connection with recommendations that proceedings be held looking toward the suspension or revocation of brokers' licenses. Information in these files is also used in connection with administrative proceedings looking toward the suspension or revocation of licenses. (d) In addition, information contained in these files is provided to the Department of Justice for its use in connection with appeals from orders resulting in the suspension or revocation of licenses. (e) The information may be furnished to other Government agencies which have an interest in the situations that led to the disciplinary action, or in the broker.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the customhouse broker and in the alphabetical file folder within the metal container by the name of the customhouse broker.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service Building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Customhouse broker files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Record Center.

System manager(s) and address: Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates from audits of or investigations into the conduct of customhouse brokers' businesses which include review of customhouse brokers' business records and interviews of Customs Service personnel, private parties, customhouse brokers and employees of customhouse brokers. The audits or investigations result in recommendations from appropriate Customs Service field personnel regarding possible disciplinary action against customhouse brokers which in turn result in the information contained in these files which consists of evaluations of the recommendations and the proposed disposition of the cases.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.070

System name: Customhouse Brokers, Headquarters Records—Treasury/Customs.

System location: Entry and Licensing Branch, Entry Procedures and Penalties Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Citizens of the United States, 21 years of age or older, who have been granted individual customhouse brokers' license for specific U.S. Customs Districts and such individuals who have applied for an individual broker's license which has been denied for cause other than failure to pass the qualifying individual customhouse brokers' license examination.

Categories of records in the system: The records system contains executed individual customhouse brokers' license application forms, report of investigation concerning individual broker applicants, transmittal letters, and general correspondence corrobative of information disclosed in an individual's license application or report of investigation as to the applicant's character and business integrity. The records system also contains information relating to actual or proposed disciplinary action against licensed customhouse brokers.

Authority for maintenance of the system: 19 U.S.C. 1641, 19 CFR Part 111; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) Processing of individual applications for individual customhouse brokers' licenses; processing of corporation, partnership, and association brokers' licenses; approval of use of trade or fictitious brokers' names; maintenance of centralized files on licensed customhouse brokers for verification and updating of names, addresses, place of employment, district where licensed, and compliance with regulatory requirements of duties and obligations of customhouse brokers; determinations that each corporate, association, or partnership licensed as a broker have not less than two officers or members licensed as individual brokers; and the availability of file information to verify licensing of customhouse brokers and to provide data or information upon request to the Federal Maritime Commission, the Civil Aeronautics Board, an appropriate U.S. Attorney's office, or other Federal agency.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each file is kept in an alphabetical file folder in metal file cabinets.

Retrievability: Each file is indexed in a file card system by alphabetical name and Customs district where located. Records are retrieved alphabetically by reference to the card file index, or by license certificate number assigned to a broker upon the granting and issuing of a customhouse broker's license. Cancelled brokers' records are maintained in cancelled files arranged alphabetically.

Safeguards: Direct access to the files is limited to Customs employees assigned to processing and reviewing Customhouse brokers' license applications. At least one employee of the Entry and Licensing Branch is present in the office at all times during working hours. At all other times the room is locked. The building is guarded by security police on a round-the-clock basis, and only authorized persons are permitted in the building.

Retention and disposal: Cancelled Customhouse brokers' records are retained in cancelled files and used for precedent purposes. The records are maintained indefinitely.

System manager(s) and address: Director, Entry Procedures and Penalties Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record source categories: Information in the records is obtained from the license applications of the individual Customhouse brokers; references as to good character and integrity of the applicant; reports of investigations by Customs regarding applicants for licenses and disciplinary action; responses to posted notices of individual applicants applying for Customhouse brokers' licenses; local credit reporting services; Customs audit reports; court records.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.071

System name: Customhouse Brokers Records—Treasury/Customs.

System location: Customs regional, district and port offices. See Customs Appendix A.

Categories of individuals covered by the system: Individuals and firms who have applied for or hold status as a licensed customhouse broker and individuals employed by licensed customhouse brokers.

Categories of records in the system: License applications, internal Customs memoranda and related materials regarding background investigations, complaints, names, addresses, social security numbers, dates and places of birth, investigative reports, telephone numbers, credit information and other related business data. Information on disciplinary action and legal actions regarding the customhouse broker.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended. 19 U.S.C. 1641; 19 CFR Part 111.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552). (c) In order to carry out the authority to discipline customhouse brokers for violation of regulations promulgated pursuant to 19 U.S.C. 1641, information in this file is used to recommend to the Commissioner of Customs that disciplinary action be initiated or to recommend that it used to prepare written reprimands issued to brokers and to prepare proposed charges in connection with recommendations that proceedings be held looking toward the suspension or revocation of brokers' licenses. Information in these files is also used in connection with administrative proceedings looking toward the suspension or revocation of licenses. (d) In addition, information contained in these files is provided to the Department of Justice for its use in connection with appeals from orders resulting in the suspension or revocation of licenses. (e) The information may be furnished to other Government agencies which have an interest in the situations that led to the disciplinary action, or in the broker.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are maintained in file folders in drawers and metal file cabinets.

Retrievability: The records are filed either alphabetically or chronologically with a cross index by name.

Safeguards: Offices in which the records are maintained are locked during non-working hours. Office buildings are locked and/or patrolled by uniform guards during non-working hours.

Retention and disposal: Records are maintained either indefinitely or as long as the customhouse broker retains an active license.

System manager(s) and address: Customs Regional commissioners, district directors, and port directors.

Notification procedure: See Customs Appendix A.

Record source categories: Information contained in the license applications, references as to good character and integrity of the applicant, reports of investigations on applications and disciplinary action, local credit reporting services, Customs audit reports and court records.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.074

System name: Customs Licensing and Identification Program (Proposed)—Treasury/Customs.

System location: U.S. Customs Service, Office of Enforcement Support, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Carriers, Bonded Cartmen, Lightermen, Customhouse Brokers, and private citizens applying for U.S. Customs Bonds or Licenses.

Categories of records in the system: Individual Records on Carriers, Customhouse Licensed Brokers, Customhouse Cartmen and Lightermen and individuals doing business with the U.S. Customs Service.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (f) Personal identification of the licensee. (g) Provides basis for granting of Customs license and/or bonds. (h) Provides basis for update investigation every five years.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: (1) Magnetic disc and tape, (2) Microfiche, (3) Hardcopy.

Retrievability: Name of individual or company and/or personal or company identifiers.

Safeguards: "Need to know" access by investigators and District Directors' staff members with full field background investigations. Procedural and physical safeguards are utilized such as accountability and receipt access, guards patrolling the areas, restricted access and alarm protection system, special communications security, etc.

Retention and disposal: Indefinite (Reviewed annually; investigation updated every five years.)

System manager(s) and address: Assistant Commissioner, Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The applicants who apply for a Customs license or bond and Customs Officers investigating cases involving Customs Licenses or Bonds.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.075

System name: Customs Officer Badge Inventory—Treasury/Customs.

System location: Logistics Management Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Customs Service officers to whom badges are issued.

Categories of records in the system: Signed recipts and officer's name, social security number, and badge number.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include maintaining administrative control over badges, providing for accountability for badges, and providing a means for collecting badges from officers who are leaving the Customs Service or who no longer have a need

for the badge. (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552). (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on index cards within a file box which is placed in a locked metal cabinet within the supply room office. In addition, the information is contained in a Customs Service computer record system.

Retrievability: Each index card is identified by the name of the person to whom the badge is issued and these cards are filed in alphabetical order. The computer records are accessed by the badge number.

Safeguards: The metal cabinet in which the index cards are placed is locked, and the room in which the metal cabinet is located is locked when the supply clerk is absent from the room and during non-working hours. The building is guarded by uniformed security police, and only authorized persons are permitted in the building. With regard to the computer records, procedural and physical safeguards are utilized such as accountability and receipt records, guards patrolling the area, restricted access, and alarm protection systems.

Retention and disposal: Each index card and each computer record is maintained during the period in which the officer is in possession of the badge. The index cards are discarded, and the information in the computer is erased when the officer no longer has possession of the badge.

System manager(s) and address: Chief, Headquarters Support Branch, Logistics Management Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system is furnished to the Customs Service by the officers to whom the badges are issued.

Treasury/Customs 00.077

System name: Disciplinary Action and Resulting Grievance or Appeal Case Files—Treasury/Customs.

System location: Located in the Personnel Management Division of each Region and Headquarters, and in District, Port, and appropriate post of duty offices. (See Customs Appendix A).

Categories of individuals covered by the system: Customs employees on whom disciplinary action is pending or has occurred.

Categories of records in the system: Records on such action as leave restriction letters, reprimands, suspension, adverse actions, etc., and resulting grievance or appeal by employee. Copies of correspondence, management requests for assistance, evidentiary materials on which action is contemplated, proposed or taken, regulatory material, examiners' reports, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (f) Used by certain members of the Personnel Management Division or supervisors in justifying action, for maintenance of records in the event of appeals or grievances, for statistical use, for audit and review of actions, for recommendations on decision, for uniform disciplinary actions, for proper handling of potential grievance or appeal, to establish grievance or appeal file.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored in manila folders.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in a locked file and stamped "For Official Use Only".

Retention and disposal: Records are maintained for five years and then transferred to Federal Records Center where they are maintained for fifteen years and then destroyed.

System manager(s) and address: Director, Personnel Management Division, in each region and Headquarters, or appropriate managerial official in employee's district, port, or post of duty. (See Custom Appendix A).

Record source categories: Supervisors and supervisory records and notes; evidentiary materials supporting planned, proposed, or accomplished actions; grievance letters submitted by employee, grievance examiner, etc.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.078

System name: Disclosure of Information File—Treasury/Customs.

System location: Office of Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Categories of individuals covered by the system: Persons requesting access to information pursuant to the Freedom of Information Act or any other statute, regulation, directive or policy to disclose such information.

Categories of records in the system: Requests, information, records, documents, internal Customs Service memoranda, or memoranda from other agencies and related materials regarding disclosure of the information.

Authority for maintenance of the system: 5 U.S.C 552, 31 CFR Part 1, 19 CFR Part 103, 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Disclosure or denial to the requester of the information sought. (d) Disclosure to the Department of Justice and/or United States Attorney in any litigation arising from any decision regarding the disclosure of information.

For additional routine uses see Apendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in the file folder within the metal container by the name of the person requesting disclosure.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the Customhouse. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Customhouse broker files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates from the requests for information filed with the Customs Service which may pertain to any information contained in the files of the U.S. Customs Service.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.079

System name: Disclosure of Information File—Treasury/Customs.

System location: Office of the Regional Counsel, U.S. Customs Service, Region IX, 55 E. Monroe Street, Room 1417, Chicago, Illinois 60603.

Categories of individuals covered by the system: Requesters under the Freedom of Information Act.

Categories of records in the system: Correspondence containing the individual's name, address, and whatever information deemed necessary to locate record being sought if that record is of a personal nature. Information will also include whatever records relating to that individual are sought and ultimately are gathered for use in denying or granting the Freedom of Information Act request.

Authority for maintenance of the system: 5 U.S.C. 552; U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service, the Department of the Treasury, and the Department of Justice who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation of charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (f) Information contained in this file is used by the attorneys in the Regional Counsel's office in determining whether to recommend granting or denial of the request made pursuant to the Freedom of Information Act. Litigation regarding the Freedom of information request will require disclosure of the information to the Department of Justice and the appellate level before this step would require information to be disclosed to the Department of the Treasury. Information disclosed to the Department of Justice is often routed through the Department of the Treasury.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in a file folder which is filed in a lockable drawer within a metal filing cabinet.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who initiated the Freedom of Information Act request. In addition, each case file is similarly identified on the file folder with the alphabetical name on the file which is placed and located within the metal container.

Safeguards: The metal filing drawer containing the files described above is maintained within the area assigned to the Office of the Regional Counsel, Region IX at 55 E. Monroe Street, Chicago, Illinois. During non-working hours, the room in which the metal filing drawer is located is locked, the file container itself is locked, and access to the building is controlled at all times by uniformed guards with a check-in system for employees. Only employees of the Regional Counsel's office and authorized building personnel have keys to the building.

Retention and disposal: These files are retained indefinitely or until there is no longer space available for them within the metal filing cabinet at which time the oldest files are transferred to the storage area within the confines of the office. The storage area is a large area containing cardboard boxes and metal storage cabinets which are not able to be locked. Files which are closed and not retained for precedent purposes are retired to the Federal Records Center, General Service Administration, 7358 S. Pulaski, Chicago, Illinois 60602, in accordance with the U.S. Customs Service Records Disposal Manual.

System manager(s) and address: Regional Counsel of Customs, Room 1417, United States Customs Service, 55 E. Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record source categories: The information in these files can originate from the U.S. Customs Service, any of the agencies of the Treasury Department, or any agency of the Government if the record sought and ultimately placed within the file is within the possession and/or control of the U.S. Customs Service, Region IX. However, the only information placed within these files is that information being sought by the individual making the request and the information supplied by the requester. The information being sought, and therefore within the file, could be from any of the following, given as examples: present or former Customs employees, private parties, corporations, other Government agencies as outlined above, credit bureaus, past employers, official Government or other forms filed by any entity or person, confidential informers, foreign countries or officials thereof, and foreign citizens.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.080

System name: Disclosure of Information Request Files (Region VIII)—Treasury/Customs.

System location: Office of the Regional Counsel, 211 Main Street, San Francisco, CA 94105.

Categories of individuals covered by the system: Individuals who have submitted requests for disclosure of information contained within files or records of the Customs Service.

Categories of records in the system: Letters and other documents submitted by the individual requesting the disclosure and documents relating to the internal review and consideration of the request for disclosure and the decision thereon.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; Reorganization Plan No. 1 of 1965; 31 CFR 1.5 and Appendix C; 5 U.S.C. 552(a)(3); 19 CFR Part 103.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the

records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in the files is used to process requests for disclosure and is made available to the officials within the Customs Service who review recommendations and who make final decisions with respect to them: (d) Information contained in an individual file may be made available to officials within the Customs Service responsible for considering and making a final decision with respect to any appeal from a decision denying disclosure in that case; (e) Information contained in the files may also be used internally by the Regional Counsel and members of his staff insofar as it related to precedent or guide lines for their handling of subsequent cases.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal file cabinet.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the requester and in the alphabetical file folder within the metal file cabinet by the name of the requester.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Office of the Regional Counsel within the Federal Building. During non-working hours the room in which the metal file cabinet is located is locked, and access to the building is controled at all times by uniformed guards.

Retention and disposal: Disclosure of information files are retained indefinitely or until there is no longer any space available for them within the metal file cabinet, at which time files may be transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, 211 Main Street, San Francisco, CA. 94105.

Notification procedure: See Customs Appendix A.

Record source categories: Information contained in these files originates with the individual's request for disclosure of information. Records are searched for the information which is the subject of the request, and advice and recommendations with respect to the information and its disclosure may be elicited and received from offices within Customs, other agencies, or private individuals concerned with the information.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5.U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.081

System name: Dock Passes—Treasury/Customs.

System location: District Director's office, U.S. Customs Service, 228 Federal Bldg, 335 Merchant Street, Honolulu, Hawaii.

Categories of individuals covered by the system: Consulate staff members, brokers, private individuals, etc.

Categories of records in the system: Form lists following information: pass no.; port; date of issue; name of individual; organizational affiliation; expiration date of pass; and vessel name.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Copy of each pass issued is retained for record purpose and a log maintained showing name of holders of annual dock passes. Disclosure to Customs and Treasury officers and employees who have a need for the records in the performance of their duties.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: 3 x 5 card box loose leaf binder.

Retrievability: By name.

Safeguards: Building locked during non-working hours.

Retention and disposal: Retained until expiration.

System manager(s) and address: District Director, U.S. Customs Service, 228 Federal Bldg., 335 Merchant Street, Honolulu, Hawaii.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Individual applicants.

Treasury/Customs 00.277

System name: Drivers License File—Treasury/Customs.

System location: Logistics Management Division, U.S. Customs Service 211 Main Street, San Francisco, Ca. 94105.

Categories of individuals covered by the system: Present and past employees.

Categories of records in the system: Personal information furnished by employee before being issued a government drivers license. It may also include information from National Driver Register Service if they have any information on the individual.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the U.S. Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Provide the proper authority within U.S. Customs Service with sufficient information to make a decision as to whether an employee may be issued a government drivers license. (d) Information from these records furnished to National Driver Register Service to determine whether they have any information on the individual which would concern the employee's suitability for receiving a government drivers license.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on Standard Form 47 (physical fitness inquiry for motor vehicle operators) and Treasury Form 2770 (application for motor vehicle operator's ID card and operator's record) These forms are kept in a desk file.

Retrievability: Each set of forms for a particular employee is numbered and those numbers are shown on an index sheet as pertaining to the particular employee.

Safeguards: The desk in which the records are kept is within an office which is locked during non-working hours.

Retention and disposal: Active forms are retained in this system indefinitely. Forms of past employees who were issued drivers licenses are periodically destroyed.

System manager(s) and address: Logistics Management Specialist, Logistics Management Division, U.S. Customs Service, 211 Main Street, San Francisco, California 94105.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with, and consists solely of, information supplied by the applicants on forms SF-47 and form 2770. There is a possibility that in the future there will be a response from the National Driver Register Service on a particular applicant. At the present time there are none in this system of records.

Treasury/Customs 00.082

System name: Duty Assessment By Account (DABA), Interested Persons List—Treasury/Customs.

System location: Duty Assessment Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Individuals and firms who have requested that their names be included on the list.

Categories of records in the system: The name of the individual or firm, title, and address.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Notifying individuals and firms of new information concerning DABA.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are kept in the offices of the Duty Assessment Division at U.S. Customs Service Headquarters.

Retrievability: The records are retrievable by the name of the individual or firm.

Safeguards: During working hours employees of the Duty Assessment Division are present in the offices where the records are located and the U.S. Customs Service Headquarters building is guarded by security police. During nonworking hours the offices are locked and the building is guarded by security police.

Retention and disposal: The listing is to be maintained until the DABA program is fully implemented, after which the listing will be destroyed.

System manager(s) and address: Director, Duty Assessment Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The individual or firm which requests inclusion on the list.

Treasury/Customs 00.273

System name: Employee Debts—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Employees involved in transfer within the Government for which the Government is pursuing collection for overpayment of travel expenses or overpayment for maintaining uniforms.

Categories of records in the system: Records reflecting the documents involved in the overpayment and correspondence with the employee involved and his representative.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) The system is used by the employees of the Payment Section to gather all the data necessary to collect debts due from present or past employees of Customs.

For additional routine uses see Treasury Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in a file folder located in a file cabinet under the physical security of the Operating Accountant.

Retrievability: Records are indexed by name.

Safeguards: The file is located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: The file is retained until the debt is collected and then destroyed. Unusual cases are retained indefinitely as a reference for similar type cases.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in the system originates from the employee, other Regions of Customs, and the Payment Section of the Financial Management Division.

Treasury Customs 00.083

System name: Employee Relations Case Files—Treasury/Customs.

System location: Director, Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Categories of individuals covered by the system: Records maintained on all individuals who have requested assistance in a problem, such as: OFWC, leave, health and life insurance, etc.

Categories of records in the system: Copies of correspondence. Copies of initiating correspondence.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Use is in assessing the problem and having the capability to provide timely followup. Used by the employee relations staff only (professional and clerical).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in a locked file.

Retention and disposal: Maintained for period of time employee remains with Customs. Records destroyed upon separation of employee.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Individuals and offices depending on problem.

Treasury/Customs 00.085

System name: E.E.O. Complaint File—Treasury/ Customs.

System location: Regional Commissioner of Customs, 55 East Monroe Street, Suite 1501, Chicago, Illinois 60603, and District Director's Offices in Chicago, Cleveland and Detroit.

Categories of individuals covered by the system: Customs employees and applicants for Customs positions who make allegations of discriminatory job treatment based on sex, religion, race or national origin, color and age.

Categories of records in the system: An individual file is opened when an oral or written complaint is received. Eventually, a Civil Service Form 894 and all other pertinent correspondence such as responses from various offices, decisions and appeals are added to the file.

Authority for maintenance of the system: Title VII of the 1964 Civil Rights Act, as last amended by Public Law 92-261 effective March 24, 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclo-

sure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) The file is used to organize relevant documents within the E.E.O. office. As appropriate, it may also be transferred to such offices as Regional Counsel and Customs Service Headquarters.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored in file at Regional Commissioner of Customs, 55 East Monroe Street, Suite 1501, Chicago, Illinois. 60603.

Retrievability: Case file by last name of complainant.

Safeguards: The file cabinet is locked and only the E.E.O. Specialist has a key. Other keys will be available to additional staff as office expands. The building has limited access and a uniformed patrol in non-working hours.

Retention and disposal: Retained indefinitely by E.E.O Specialist. When cases are closed, they are removed from the alphabetical file but still maintained in the same locked cabinet.

System manager(s) and address: E.E.O. Specialist. (See location above).

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is supplied by complaining parties originally and supplemented by other interested parties as the case progresses.

Treasury/Customs 00.088

System name: Equal Opportunity Complaint Processing Records System-Training/Customs

System location: Office of Regional Commissioner, Customs Region V, 1440 Canal Street, New Orleans, Louisiana 70112, District Director, 423 Canal Street, New Orleans, La. 70130, District Director, P.O. Box 2748, Mobile, Ala. 36601.

Categories of individuals covered by the system: Employees of Customs Region V (New Orleans) who file Equal Opportunity complaints.

Categories of records in the system: Notices of efforts by counselors to resolve charges of discriminatory actions or conditions. These records are in the form of lists, memorandums, interview notices, transcripts, and reports.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to provide the needed information for reports which become part of the formal investigative file if the complaint of discrimination reaches the formal stage.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders in a cabinet.

Retrievability: By name.

Safeguards: Locked file cabinet.

Retention and disposal: In accordance with Records Control Manual.

System manager(s) and address: Equal Opportunity Officer, Customs Region V, 1440 Canal Street, New Orleans, La. 70112, Equal Opportunity Counselors, New Orleans District, 600 South Street, New Orleans, La. 70130, Equal Opportunity Counselors, Mobile District, P.O. Box 2748, Mobile Ala. 36601.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Individual to whom the record pertains.

Treasury/Customs 00.276.

System name: Equal Opportunity Informal Discrimination Complaint Files—Treasury/Customs.

System location: Equal Opportunity Offices at Customs Headquarters and at each Customs Regional Headquarters and all EO Counselors at those locations (for addresses see Customs Appendix A) and Customs District offices.

Categories of individuals covered by the system: Government and private industry employees, including present and former Customs Service employees and applicants for jobs, who have filed informal complaints alleging discrimination on the part of the Customs Service or its officers or employees in violation of Equal Employment Opportunity Act of 1972.

Categories of records in the system: Names, addresses, employment, medical histories, reports of investigation, complaints filed, correspondence from members of Congress, attorneys representing the complainants, labor unions, hearing records and transcripts, Government documents regarding the administrative processing of complaints, and merit promotion information.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; Title 5, United States Code; Title 5, Code of Federal Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Records in this system of records are disclosed to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include reviewing charges or procedures in complaints, making informal attempts to adjust complaints, preparing documents relating to proposed disposition of cases, preparing documents relating to final decisions in cases, and determining formal hearing status. (b) Records in this system of records are also made available to Civil Service Commission Hearing Examiners and to the Civil Service Commission Appeals and Review Board for use in making decisions on administrative hearings held in connection with the complaints. Records are also provided to the Department of Justice in connection with civil court actions arising in respect of the complaints. (c) Records in this system of records are, on occasion, disclosed in response to requests from members of Congress and are disclosed as required in the administration of the Freedom of Information Act (5 U.S.C. 552). (d) Records in this system of records are disclosed to the complainants and to attorneys, labor unions or other parties representing the interests of the complainants. (e) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The case files are inserted alphabetically in file drawers within locked metal or wooden containers.

Retrievability: Each case file is identified on each alphabetical file folder within the metal or wooden container by the complainant's name.

Safeguards: The metal or wooden containers in which the file folders are placed are locked during non-working hours, and the room in which the containers are located is locked during non-working hours. The building is guarded by uniformed security police, and only authorized persons are permitted within the building.

Retention and disposal: Informal case files are retained during the time period in which the cases remain open informally and thereafter, until there is no longer a specific need for them, or until they are forwarded to the Regional EO Officer or Director, Equal Opportunity Division, at which time they are periodically destroyed.

System manager(s) and address: Equal Opportunity Officers and EO Counselors at the above locations.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Record source categories: The information in this system originated with an informal written or oral complaint to the appropriate equal opportunity counselor. Information in this system is obtained from the claimant through interviews during the informal complaint procedures and through other interviews during the informal complaint procedures. This system also contains information derived from a complaining Customs employee's official personnel file, from Evalua-

tion and Promotion Board work papers relating to the complainant, and from inquires into the complaints which include interviews of supervisors, interested third parties including non-Government persons, and former Customs Service employees. Information in this system is also derived from labor unions or attorneys representing the interests of the complainants and from documentary evidence.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (k)(2) proposes to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provision of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.089

System name: Equal Opportunity Discrimination Complaint Case File—Treasury/Customs.

System location: Equal Opportunity Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Government and private industry employees, including present and former Customs Service employees, who have filed formal and informal complaints alleging discrimination on the part of the Customs Service or its officers or employees in violation of Equal Employment Opportunity Act of 1972.

Categories of records in the system: Names, addresses, employment and medical histories, reports of investigation, complaints filed, correspondence from members of Congress and attorneys representing the complainants and labor unions, hearing records and transcripts, Government documents regarding the administrative processing of complaints, and affidavits and other sworn statements.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; Title 5, United States Code; Title 5, Code of Federal Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Records in this system of records are disclosed to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include reviewing charges or procedures in complaints, making informal attempts to adjust complaints, preparing documents relating to proposed disposition of cases, preparing documents relating to final decisions in cases, and determining formal hearing status. (b) Records in this system of records are also made available to Civil Service Commission Hearing Examiners and to the Civil Service Commission Appeals and Review Board for use in making decisions on administrative hearing held in connection with the complaints. Records are also provided to the Department of Justice in connection with civil court actions arising in respect of the complaints. (c) Records in this system of records are, on occasion, disclosed in response to requests from members of Congress and are disclosed as required in the administration of the Freedom of Information Act (5 U.S.C. 552). (d) Records in this system of records are disclosed to the complaints and to attorneys, labor unions or other parties representing the interests of the complaints. (e) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The cases files are inserted alphabetically in file drawers within locked metal containers.

Retrievability: Each case file is identified in an alphabetical index card file by the name of the complainant and on each alphabetical file folder within the metal container by the complainant's name.

Safeguards: The metal containers in which the file folders are placed are locked during non-working hours, and the room in which the metal containers are located is locked during non-working hours. The building is guarded by uniformed security police, and only authorized persons are permitted within the building.

Retention and disposal: Case files are retained during the time period in which the cases remain open and, thereafter, until there is no longer any space available for them within the metal containers, at which time the case files are transferred periodically to the Federal Record Center for storage. Records having no pertinent information are periodically destroyed.

System manager(s) and address: Director, Equal Opportunity Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with an informal written or oral complaint to the appropriate equal opportunity counselor and with the filing of a Civil Service Commission Form 894 (Formal Complaint of complaint procedures and through the filing of Civil Service Commission Discrimination in the Federal Government). Information in this system is also obtained from the claimant through interviews during the informal and formal complaint procedures and through the filing of Civil Service Commission Form 171 (Personal Qualification Statement). This system also contains information derived from a complaining Customs Service employee's official personnel file, from Evaluation and Promotion Board work papers relating to the complainant, and from investigations into the complaints which include interviews of supervisors, interested third parties including non-Government persons, and former Customs Service employees. Information in this system is also derived from labor unions or attorneys representing the interests of the complainants and from documentary evidence or testimony adduced at administrative hearings held in connection with the complaints.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.090

System name: Equipment Record File—Treasury/Customs.

System location: Office of the District Director, United States Customs Service, 103 South Gay Street, Baltimore, Maryland 21202.

Categories of individuals covered by the system: Customs employees in the Baltimore District to whom equipment is assigned.

Categories of records in the system: Names of individuals and type and identifying numbers of equipment signed out (including non-expendable property, weapons etc.).

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevent enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevent to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clear-

ance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cards and folders located in metal containers.

Retrievability: Cards are filed alphabetically by names of those to whom equipment is assigned.

Safeguards: File cards and folders are located in unlocked metal containers. The building is guarded by uniformed security police who control access to the building.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Office of the District Director of Customs, 103 South Gay Street, Baltimore, Maryland 21202.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Property Officer and personnel to whom equipment is assigned.

Treasury/Customs 00.091

System name: Equipment Record File—Treasury/Customs.

System location: Patrol Office, Room 807, 103 South Gay Street, Baltimore, Maryland 21202. (After August, Room 15, 40 South Gay Street, Baltimore, Maryland 21202).

Categories of individuals covered by the system: Customs employees in the Baltimore District to whom equipment is assigned.

Categories of records in the system: Names of individuals and type and identifying numbers of equipment signed out (including non-expendable property, weapons etc.).

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclousures required in administration of the Freedom of Information Act (5 U.S.C 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant therto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforecemnt information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cards and folders located in metal containers.

Retrievability: Cards are filed alphabetically by names of those to whom equipment is assigned.

Safeguards: File cards and folders are located in unlocked metal containers. The building is guarded by uniformed security police who control access to the building.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Office of the District Director of Customs, 103 South Gay Street, Baltimore, Maryland 21202.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Property Officer and personnel to whom equipment is assigned.

Treasury/Customs 00.092

System name: Exit Interview—Treasury/Customs.

System location: Personnel Management Division, in each Region and Headquarters. See Customs Appendix A.

Categories of individuals covered by the system: Employees terminating from the Customs Service.

Categories of records in the system: Individual's name, position, time in grade and position, time with Customs, organization designation, supervisor's name and answers to various questions about employment with Customs.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used by Personnel Management Specialists and managers to monitor employee morale and for statistical purposes.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Forms are kept in manila folders.

Retrievability: By organization or by name.

Safeguards: Locked office.

Retention and disposal: Retained indefinitely.

System manager(s) and address: Director, Personnel Management Division. See location above.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information obtained from departing employee and Employee's supervisor.

Treasury/Customs 00.093

System name: Federal & New York State licenses for commercial importation of alcoholic beverages—Treasury/Customs

System location: Area Director, N.Y. Seaport Area, 6 World Trade Center, New York, N.Y. 10048.

Categories of individuals covered by the system: All companies and individuals who have filed import licenses for alcoholic beverages with this office.

Categories of records in the system: Licenses.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) to verify that importers of alcoholic beverages have the required permit.

For additional routine use see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinets.

Retrievability: Alphabetical listing.

Safeguards: Office locked at end of day.

Retention and disposal: Permanent.

System manager(s) and address: Regional Commissioner (Area Director, New York Seaport Area).

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Individuals who have applied for an alcoholic beverage license.

Treasury/Customs 00.267

System name: Federal Tort Claims Act File—Treasury/Customs.

System location: Office of Regional Counsel, Suite 1220, 500 Dallas Street, Houston, Texas 77002.

Categories of individuals covered by the system: Private persons filing claims under the Federal Tort Claims Act.

Categories of records in the system: Reports of Investigation regarding claims filed, documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 28 U.S.C. 2672, et seq; 28 CFR 14.1 et seq; 31 CFR 3.1 et seq; Treasury Department Administrative Circular No. 131, August 19, 1965; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the U.S. Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) The information contained in this file is used to administratively process claims filed under the Federal Tort Claims Act and is made available to those officials within the Customs Service who review recommendations and who make final decisions on such claims. In addition, information contained in this file is made available to the Department of Justice to assist that Department in preparing the Government's case when suit is filed in court based on an administrative denial of the claim or based on a failure to administratively process the claim within the prescribed time period.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in the alphabetical file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the office of the Regional Counsel on the 12th Floor of 500 Dallas Street. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled by uniformed security guards maintained by the lessor.

Retention and disposal: Tort claim files are retained until closed at which time the closed files are transferred to the Regional Director, Internal Affairs, Houston, Texas. Ultimately, the files are sent to the Federal Record Center.

System manager(s) and address: Regional Counsel, Suite 1220, United States Customs Service, 500 Dallas Street, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with a Standard Form 95, Claim for Damage or Injury, which is completed and filed with the Customs Service by the claimant. Using these forms as a basis, investigations are conducted by authorized Customs Service investigation personnel in order to determine the facts surrounding the claims. During these investigations information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the claims.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.094

System name: Federal Tort Claims Act File—Treasury/Customs.

System location: Office of the Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Private persons filing claims under the Federal Tort Claims Act.

Categories of records in the system: Reports of investigations regarding claims filed, documents relating to the administrative handling of the claims and documents submitted by the claimants in support of the claims.

Authority for maintenance of the system: 28 U.S.C. 2672, et seq; 28 CFR 14.1 et seq; 31 CFR 3.1 et seq; Treasury Department Administrative Circular No. 131, August 19, 1965; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include preparing and reviewing recommendations for decisions on claims, and making final decisions on claims. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) Disclosure to the Department of Justice to assist that Department in preparing the Government's case when suit is filed in court based on an administrative denial of the claim or based on a failure to administratively process the claim within the prescribed time period.

The information contained in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who filed the claim and in the alphabetical file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service Building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Tort claim files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Record Center.

System manager(s) and address: Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with a Standard Form 95, Claim for Damage or Injury, which is completed and filed with the Customs Service by the claimant. Using these forms as a basis, investigations are conducted by authorized Customs Service investigative personnel in order to determine the facts surrounding the claims. During these investigations, information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the claims.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.096

System name: Fines, Penalties and Forfeiture Control and Information Retrieval System—Treasury/Customs.

System location: U.S. Customs Service, Office of Enforcement Support, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Individuals and/or businesses who have been fined, penalized or have forfeited merchan-

dise because of violations of Customs and/or related laws or breaches of bond conditions.

Categories of records in the system: Individual and business names, address, personal identifying numbers, date and type of violation, parties entitled to legal notice or who are legally liable, case information, bond and petition information, and actions (administrative) taken by U.S. Customs. Also included are actions taken by violator prior to the disposition of the penalty or liquidated damage case.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to these officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Control Customs district caseload and report each action taken by Customs and violator. (d) Provides management information regarding most frequent types of violations, penalty/liquidated damages case timeliness, budget allocation, violation history of individual and firms for investigative purposes, etc.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: (1) Magnetic disc and tape, (2) Hard copy Customs Form 5955a (Notice of Liquidated Damages Incurred and Demand for Payment) and Customs Form 151 Search/Arrest/Seizure Report.

Retrievability: Individual's name or case number.

Safeguards: All inquiries are made by officers with a full field background investigation on a "need to know" basis only. Procedural and physical safeguards are utilized such as accountability and receipt records, guards patrolling the area, restricted access and alarm protection systems, special communications security, etc.

Retention and disposal: A maximum of 10 years. Erasure of disc/tapes and shredding and/or burning of hard copy Customs Form 5955a.

System manager(s) and address: Assistant Commissioner, Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W.; Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Customs Form 5955a (Notice of Penalty or Liquidated Damages Incurred and Demand for Payment) and CF 151 (Search/Arrest/Seizure Report) prepared by Customs Employees at the time and place where the violation has occurred.

Treasury/Customs 00.097

System name: Fines, Penalties, and Forfeitures (Supplemental Petitions)—Treasury/Customs.

System location: Office of the Regional Counsel, Room 7422, New Federal Building, 300 N. Los Angeles St., Los Angeles, California 90053.

Categories of individuals covered by the system: Any person requesting further relief from the Regional Commissioner after having his Petition acted on by the District Director from any fine, penalty, forfeiture or claim for liquidated damages incurred under the provisions of any law administered by the Customs Service.

Categories of records in the system: Case file including copies of the notice of penalty, seizure or claim for liquidated damages, search, arrest and seizure forms, investigative reports, documents relating to any importation having to do with the penalty, forfeiture or claim, documents relating to the administrative handling of the case and documents submitted by the Petitioner in support of his Petition and Supplemental Petition.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in this file is used to administratively process Supplemental Petitions for relief from any fine, penalty, forfeiture or claim for liquidated damages incurred under the provisions of any law administered by Customs. The information is made available to the officials within the Customs Service who review recommendations and who make final decisions on such petitions. In addition, information contained in this file is made available to the Department of Justice to assist that Department in preparing the government case if the case is referred to them for filing of a suit based on an administrative denial of the Petition or removal to the District Court by action on the part of the Petitioner under the provisions of section 1608 of title 19. Information in these files may also be made available to persons working for the governmental agencies who are empowered to review and make recommendations concerning the granting of relief for violations of law administered by such agencies but enforced by Customs.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is labeled with the name of the person who filed the claim and filed in alphabetical order in the metal file cabinet marked Supplemental Petitions. In addition a chronological record is kept in a separate book, kept by the office secretary, of each case received, with district case number, decision, name of the Petitioner, law violated and ultimate decision of the Regional Commissioner.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the New Federal Building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Indefinite.

System manager(s) and address: Regional Counsel, Room 7422, United States Customs Service, 300 N. Los Angeles St., Los Angeles, California 90053.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the filing of a Supplemental Petition as prescribed by section 171.33 and 172.33 of the Customs Regulations with the District Director of the District in which the fine, penalty, forfeiture or claim for liquidated damages issued. The Petition along with all supporting documents or documents relating to the case are forwarded to the office of the Regional Commissioner who refers the case to the office of the Regional Counsel for review and recommendation. During this period of review further information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the case.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.098

System name: Fines, Penalties and Forfeiture Records—Treasury/Customs

System location: Customs district offices. (See Customs Appendix A).

Categories of individuals covered by the system: Individuals and firms who have been administratively charged with violations of Customs laws and regulations and other laws and regulations enforced by the Customs Service.

Categories of records in the system: Entry documentation, notices, investigative reports, memoranda, petitions, recommendations, referrals and dispositions of fines, penalties and forfeiture cases.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended. 19 U.S.C. 66, 1618, 1624; 19 CFR Parts 171 and 172.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such uses would include reference to the files for information as to prior violations and ongoing investigations and cases. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant

records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. Such uses would include referring records to the Environmental Protection Agency, the Department of Transportation, the appropriate U.S. Attorney and other Federal agencies for recommendations and enforcement of fines, penalties and forfeiture cases.

For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are maintained in folders in file cabinets and safes.

Retrievability: The records are filed either by the name of the individual or chronologically with a cross reference index by the name of the individual.

Safeguards: During non-working hours, the records are maintained in locked rooms, locked buildings and buildings guarded by uniform guards.

Retention and disposal: The records are retained for three to five years after which they are either destroyed or forwarded to the Federal Records Center.

System manager(s) and address: District Directors of Customs (See Customs Appendix A).

Notification procedure: See Customs Appendix A.

Record source categories: Information and representations supplied by importers, brokers and other agents pursuant to the entry and processing of merchandise or in the clearing of individuals or baggage through Customs. Information also includes information gathered pursuant to Customs investigations of suspected of actual violations of Customs and related laws and regulations and recommendations and information supplied by other agencies.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.099

System name: Fines, Penalties, and Forfeiture Files (Supplemental Petitions)—Treasury/Customs

System location: Office of the Regional Counsel, 211 Main Street, San Francisco, CA 94105.

Categories of individuals covered by the system: Individuals who have filed supplemental petitions for relief from fines, penalties and forfeitures assessed for violations of the laws and regulations administered by Customs.

Categories of records in the system: Petitions and supplemental petitions and other documents filed by the individual; reports of investigation concerning the fine, penalty or forfeiture; and documents relating to the internal review and consideration of the request for relief and decision thereon.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; Reorganization Plan No. 1 of 1965. 19 U.S.C. 1618; 19 CFR Parts 171 and 172.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in the files is used to process requests for relief from fines, penalties and forfeitures and is made available to the officials within the Customs Service who review recommendations and who make final decisions with respect to them; (d) Information contained in the files may be made available to the Department of Justice or an individual United States Attorney to assist that Department or United States Attorney when suit is filed by the Government in civil prosecution of the fine, penalty or forfeiture; (e) Information contained in the files may also be used internally by the Regional Counsel or members of his staff insofar as it relates to precedent or guidelines for their handling of subsequent cases.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal file cabinet.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the petitioner and in the alphabetical file folder within the metal file cabinet by the name of the petitioner.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Office of the Regional Counsel within the Federal Building. During non-working hours the room in which the metal file cabinet is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Supplemental petition files are retained indefinitely or until there is no longer any space available for them within the metal file cabinet, at which time the oldest files may be transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, 211 Main Street, San Francisco, CA 94105.

Notification procedure: See Customs Appendix A.

Record source categories: Information contained in these files is obtained from the individual petitioning for relief and from the District Director of Customs within whose jurisdiction the fine, penalty or forfeiture action lies.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.100

System name: Fines, Penalties and Forfeiture Records (Headquarters)—Treasury/Customs.

System location: Penalties Branch, Entry Procedures and Penalties Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Records are maintained on persons who have been administratively charged with violating Customs and related laws and regulations and on persons who have applied for awards of compensation for providing information regarding such violations.

Categories of records in the system: Entry documentation, notices, investigative and other reports, memoranda of information received, petitions, recommendations, referrals and dispositions of fines, penalties and forfeiture cases and applications for awards of compensation.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended. 19 U.S.C. 66, 1618, 1624; 19 CFR Parts 171 and 172.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such uses include the processing and disposition of fines, penalties and forfeiture cases pursuant to 19 CFR Parts 171 and 172 and reference to the records for information as to prior violations and ongoing investigations. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. Such uses would include referring records to the Environmental Protection Agency, the Department of Transportation and other Federal agencies for recommendations on the administration of fines, penalties and forfeiture cases. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this

system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are kept in file cabinets in the central file room of the Entry Procedures and Penalties Division at U.S. Customs Service Headquarters.

Retrievability: The records are filed chronologically with a case number given to each file. The records are retrievable by means of an alphabetical card index system by names of individuals charged with a violation.

Safeguards: The records are maintained in the U.S. Customs Service Headquarters building which is guarded by security police. During non-working hours, the central file room is locked and the building is guarded by security police.

Retention and disposal: The records are generally retained for five years after the close of the case. The records are then forwarded to the Federal Records Center.

System manager(s) and address: Chief, Penalties Branch, Entry Procedures and Penalties Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record source categories: Information and representations supplied by importers, brokers and other agents pursuant to the entry and processing of merchandise or in the clearing of individuals or baggage through Customs. Information also includes information gathered pursuant to Customs investigations of suspected or actual violations of Customs and related laws and regulations and recommendations and information supplied by other agencies.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.101

System name: Fines, Penalty, and Forfeiture (FP&F) Records System—Treasury/Customs.

System location: Office of the Regional Counsel, U.S. Customs Service, Region IX, 55 E. Monroe Street, Room 1417, Chicago, Illinois 60603.

Categories of individuals covered by the system: Persons seeking relief from fines, penalties, and forfeitures incurred for alleged violations of the laws enforced by the United States Customs Service, and/or restoration of proceeds from the sale of seized and forfeited property.

Categories of records in the system: Statement from individual explaining circumstances justifying relief sought and history of the fine, penalty, forfeiture or seizure involved.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; 19 CFR part 171 and 172.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service, the Department of the Treasury and the Department of Justice, who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (f) Information contained in these files is routinely used by the attorneys in the Regional Counsel's office in determining and resolving legal issues, in denying or granting the petition and possibly in litigation. Litigation will require disclosure of the information to the Department of Justice, and the information is often channeled through the Department of Treasury.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in a file folder which is filed in a lockable drawer within a metal filing cabinet container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who initiated the petition for relief. In addition, each case file is similarly identified on the file folder with the alphabetical name on the file which is placed and located within the metal container.

Safeguards: The metal filing drawer containing the files described above is maintained within the area assigned to the office of the Regional Counsel, Region IX, at 55 E. Monroe Street, Chicago, Illinois. During non-working hours, the room in which the metal filing drawer is located is locked, the file container itself is locked, and access to the building is controlled at all times by uniformed guards with a check-in system for employees. Only employees of the Regional Counsel's office and authorized building personnel have keys to the building.

Retention and disposal: These files are retained indefinitely or until there is no longer space available for them within the metal filing cabinet at which time the oldest files are transferred to the storage area within the confines of the office. The storage area is a large area containing cardboard boxes with metal storage cabinets which are not able to be locked. Files which are closed and not retained for precedent purposes are retired to the Federal Records Center, General Services Administration, 7358 S. Pulaski, Chicago, Illinois 60602 in accordance with the U.S. Customs Service Records Disposal Manual.

System manager(s) and address: Regional Counsel of Customs, Room 1417, United States Customs Service, 55 E. Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates either with the receipt of any correspondence indicating that relief is desired or any notice from within the Customs Service that a fine or penalty is to be assessed. Further information in this file is derived from investigatory files and other information submitted by the petitioner and will include information from: informers, Customs employees, private parties, corporations, other Governmental agencies, state, local and Federal, credit bureaus, Seizure Reports (Customs Form 5955A, Customs Form 151) foreign countries, officials of foreign countries, citizens of foreign countries.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.102

System name: Firearms Qualification Certificate Record—Treasury/Customs

System location: Office of the Chief Inspector, U.S. Customhouse, Rm. 102, 2nd & Chestnut Streets, Philadelphia, Pa. 19106.

Categories of individuals covered by the system: All Customs Inspectors under the jurisdiction of the Philadelphia District who have qualified on the firing range within a previous 6-month period.

Categories of records in the system: The date of actual qualification, firing scores, and the category of marksmanship into which the individual's score places him or her.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each qualification certificate, on 8 1/2 x 11 inch bond paper, is inserted in a file folder which is then placed in a file drawer.

Retrievability: Certificates are identified by the name of the individual and in alphabetical order within the folder.

Safeguards: The records folder is stored in a file cabinet drawer which is locked during non-working hours. Access to the building is controlled at all times by uniformed guards.

Retention and disposal: Firearms qualification certificates are retained for 1 year and then destroyed.

System manager(s) and address: District Director of Customs, U.S. Customhouse, 2nd & Chestnut Streets, Philadelphia, Pa. 19106.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates from reports submitted by the District Range Officer upon completion of the individual's qualification with a firearm.

Treasury/Customs 00.103

System name: Firearms Qualification Records—Treasury/Customs.

System location: Office of the Assistant Regional Commissioner (Operations), Region IX, Chicago, Illinois and Offices of District Directors, Region IX, Chicago, Illinois. (See Customs Appendix A).

Categories of individuals covered by the system: Customs Inspectors receiving firearms training.

Categories of records in the system: Records include date of firing, qualification status, date of qualification, card issuance.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Locked file cabinet in the office of the Assistant Regional Commissioner (Operations) of Region IX, Chicago, Illinois.

Retrievability: Folders identified by individual's name.

Safeguards: The file described is maintained in the office of the Assistant Regional Commissioner (Operations) in Region IX, Chicago, Illinois. During non-working hours the room/building in which the file is located is locked. Access is limited to authorized Customs personnel.

Retention and disposal: Until employee separates/transfers. Transfer to National Personnel Records Center (NPRC), (CPR), St. Louis, Missouri, 30 days after employee is separated.

System manager(s) and address: Assistant Regional Commissioner (Operations).

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files results from firing scores recorded on targets used during the course of firearm qualification firings.

Treasury/Customs 00.104

System name: Florida Boat Registration File—Treasury/Customs.

System location: U.S. Customs Air Support Branch, PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Categories of individuals covered by the system: Persons, partnerships, or corporations who are registered owners of record of boats or vessels bearing Florida registration numbers.

Categories of records in the system: This file contains the name and address of the registered owner of the vessel; a description of the vessel; and an indication of whether or not the vessel is of record with the Treasury Enforcement Communications Systems (TECS).

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charges with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information files are numerically filed in a wooden box within a security area.

Retrievability: The information is in the form of Micro-film and is retrieved by means of Alpha-numerical code identifier.

Safeguards: The information files are located within an office which is locked during non-working hours. The building is guarded by U.S. Air Force Military Police and only authorized persons are permitted in the building.

Retention and disposal: These files are maintained for a period of three months at which time they are replaced with current information. The old files are then destroyed under Customs supervision.

System manager(s) and address: Chief, Air Support Branch, U.S. Customs Service, PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.105

System name: Former Employees—Treasury/Customs.

System location: Laboratory Division, Room 1508, 630 Sansome Street, San Francisco, California, 94111.

Categories of individuals covered by the system: All past employees of the Customs Laboratory.

Categories of records in the system: Contains copies of personnel action notices.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and stored in a metal file cabinet.

Retrievability: The record is filed alphabetically by name.

Safeguards: The file is stored in a metal file cabinet in a private inner office of a government building protected by 24 hour guard service with limited access. The file is only used on a need to know basis and only by the laboratory employees.

Retention and disposal: Files are maintained for reference purposes only. The file is permanent to office.

System manager(s) and address: Director, Laboratory Division, U.S. Customs Service, 630 Sansome Street, Room 1508, San Francisco, California, 94111.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information contained in personnel action files.

Treasury/Customs 00.107

System name: Full-Field Investigation—Active and Completed Log—Treasury/Customs.

System location: Personnel Management Division of Region VIII (See Customs Appendix A).

Categories of individuals covered by the system: Persons on whom full-field investigation has been conducted.

Categories of records in the system: System is a log of names and dates Full-Field request forwarded to Headquarters and Internal Affairs (if requested) and date Full-Field completed.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To identify individuals who are under Full-Field Investigation, and completion date to permit permanent promotion, or arrange an entrance on duty date. (2) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (3) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Looseleaf Binder.

Retrievability: By name.

Safeguards: Limited access.

Retention and disposal: Destroyed at end of two years.

System manager(s) and address: Director, Personnel Management Division, Region VIII.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information recorded from Full-Field Request, Standard Form 86.

Treasury/Customs 00.109

System name: Handicapped Employee File—Treasury/Customs.

System location: Personnel Management Division, Regional Commissioner of Customs, 55 East Monroe Street, Suite 1501, Chicago, Illinois 60603.

Categories of individuals covered by the system: All employees identified as handicapped.

Categories of records in the system: Indicates employee's home and organizational location and various physical and mental handicaps, infirmities and conditions. Also shows veteran's preference.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used to assure that employees are not placed in positions that they cannot physically perform. Also, for reporting and statistical purposes.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: List.

Retrievability: Lists employees alphabetically by district.

Safeguards: None at present and none required.

Retention and disposal: Employee's name removed from list at time of termination.

System manager(s) and address: Director, Personnel Management Division. (See Customs Appendix A).

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Data furnished by employee and employee's physician.

Treasury/Customs 00.111

System name: I.D. Cards—Treasury/Customs.

System location: District Director's office, U.S. Customs Service, 228 Federal Bldg., 335 Merchant Street, Honolulu, Hawaii.

Categories of individuals covered by the system: All employees to whom I.D. card, CF 3135, OF 55, Red-bordered cards, have been issued.

Categories of records in the system: The register lists the following information: name; I.D. card no.; and date issued.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Provides information of name, date and number of I.D. card issued to district employees. Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Kardex file card.

Retrievability: By name.

Safeguards: Locked Kardex file.

Retention and disposal: Information is kept current until employee is terminated and I.D. cards are cancelled.

System manager(s) and address: District Director, 228 Federal Bldg., Merchant Street, Honolulu, Hawaii.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Data obtained from employees.

Treasury/Customs 00.112

System name: Immediate Delivery Violation Record—Treasury/Customs.

System location: Fines, Penalties and Forfeiture Section, Room 102, United States Customhouse, 2nd & Chestnut Street, Philadelphia, Pa. 19106.

Categories of individuals covered by the system: Persons qualified to obtain release of imported merchandise under the immediate delivery privilege.

Categories of records in the system: The record reveals the individuals' or Customhouse broker's name, case number assigned and date, amount of penalty incurred, mitigated sum or remission and date closed. The record results in a summary of repetitive violations by any one individual, firm, or Customhouse broker and disciplinary action toward reduction or elimination of violations.

Authority for maintenance of the system: 5 U.S.C. 301: Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Immediate Delivery Record Cards are filed alphabetically in an unlocked metal file cabinet.

Retrievability: Each record card is filed alphabetically within the metal cabinet.

Safeguards: The metal cabinet described above is maintained within the area assigned to the Fine, Penalties and Forfeiture section in Room 102 of the Customhouse, Philadelphia; during non-working hours, access to the building and area of storage is controlled by uniformed guards.

Retention and disposal: Immediate Delivery Record cards are retained at location 3 years; then destroyed.

System manager(s) and address: District Director of Customs, Room 102, U.S. Customhouse, 2nd & Chestnut Street, Philadelphia, Pa. 19106.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained on these cards originates from liquidated damage cases instituted for failure to timely file entries and pay duty.

Treasury/Customs 00.274.

System name: Importer, Brokers, Carriers, Individuals and Sureties Master Files-Treasury/Customs.

System location: Financial Management Division, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: Brokers, Importers, Individuals, Carriers, and Sureties.

Categories of records in the system: Copies of correspondence—incoming and outgoing, copies of bonds, entries, bills, data center listings.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used by Revenue technicians to retain in one place all correspondence with a debtor. Bonds, entries and bills when available are included in the file.

For additional routine uses see Treasury Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in an unlocked drawer within a metal file cabinet.

Retrievability: Alphabetical by name appearing on correspondence.

Safeguards: The metal container described above is maintained within the area assigned to the Financial Management Division within the Customs Service Building. During non-working hours the room in which the metal container is located is locked.

Retention and disposal: These files are retained until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Director of Financial Management, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Correspondence, Customs Service Data Center, Districts and Ports.

Treasury/Customs 00.265

System name: Importer Name and Address Record System—Treasury/Customs.

System location: Office of the Special Agent in Charge, U.S. Customs Service, 200 East Bay Street, Charleston, S.C. 29401.

Categories of individuals covered by the system: Importers who have immediate delivery bonds.

Categories of records in the system: Names, addresses, and employee identification numbers.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; 19 U.S.C. 1509; 19 U.S.C. 1511; 26 U.S.C. 7607.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The records are maintained on microfiche and stored in a metal security cabinet. The cabinet is kept in a room that is locked after normal business hours.

Retrievability: The records are maintained in alphabetical order and cross indexed by Internal Revenue Employee Identification Number.

Safeguards: In addition to being stored in a metal container with a lock, the metal container is located in a locked room, the keys of which are controlled and issued to the office staff. The office staff who maintain and have access to the files are selected for their experience and afforded access only after having been cleared by a full field background investigation and granted appropriate security clearances for critical sensitive positions. Those departmental officials who may occasionally be granted access consistent with their positions to employ and concur in the granting of security clearances have also been investigated prior to filling critical-sensitive positions.

Retention and disposal: This file is retained until an updated file is received. The obsolete file is then destroyed by burning or shredding.

System manager(s) and address: Special Agent in Charge, Charleston, S.C. (See Appendix A.)

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in this system is furnished to the Customs Service by the importers contained in the file.

Treasury/Customs 00.113

System name: Import specialist activities—investigation referrals—Treasury/Customs.

System location: Office of the Regional Commissioner, U.S. Customs Service, 55 East Monroe, Suite 1501, Chicago, Illinois 60603.

Categories of individuals covered by the system: Import specialist.

Categories of records in the system: A monthly report of the number of referrals made to the Office of Investigations in connection with 220 visits.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties.(b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) To keep track of the referrals made by each import specialist to the Office of Investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is listed by name and located on a wall chart in the training room.

Retrievability: Indexed by name and location of the import specialist.

Safeguards: Area is provided for Customs employees only and other persons using the area must be accompanied by a Customs employee.

Retention and disposal: The information is erased after two years.

System manager(s) and address: Director, Classification and Value Division, 55 East Monroe, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Obtained from Regional Form IX-RC-220 prepared by the import specialist.

Treasury/Customs 00.114

System name: Import specialist activities—laboratory samples—Treasury/Customs.

System location: Office of the Regional Commissioner, U.S. Customs Service, 55 East Monroe, Suite 1501, Chicago, Illinois 60603.

Categories of individuals covered by the system: Import specialist team.

Categories of records in the system: Monthly report of the number of laboratory samples processed by the import specialist teams.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) Used as an administrative tool to keep track of laboratory samples processed by import specialists.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is listed by team number and located on a wall chart in the training room.

Retrievability: Indexed by name and team number of the import specialist.

Safeguards: Area is provided for Customs employees only and other persons using the area must be accompanied by a Customs employee.

Retention and disposal: Information is erased after two years.

System manager(s) and address: Assistant Regional Commissioner (Operations), 55 East Monroe, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: A monthly report submitted by the Director of the Laboratory Division.

Treasury/Customs 00.115

System name: Import Specialist Activities—Seminars—Treasury/Customs.

System location: Classification & Value Division, U.S. Customs Service, 55 East Monroe, Suite 1501, Chicago, Illinois 60603.

Categories of individuals covered by the system: Import specialist.

Categories of records in the system: A monthly report of the number of seminars the import specialist has attended.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) Used by the Classification and Value Division to keep track of special training given to import specialists.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is listed by name and located on a wall chart in the training room.

Retrievability: Indexed by name and location of the import specialist.

Safeguards: Area is provided for Customs employees only and other persons using the area must be accompanied by a Customs employee.

Retention and disposal: Information is erased after two years.

System manager(s) and address: Director, Classification & Value Division, U.S. Customs Service, 55 East Monroe, Suite 1501, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The records of the seminar.

Treasury/Customs 00.116

System name: Import specialist activities—220 visits, Region IX—Treasury/Customs.

System location: Office of the Regional Commissioner, U.S. Customs Service, 55 East Monroe, Suite 1501, Chicago, Illinois 60603.

Categories of individuals covered by the system: Import specialist.

Categories of records in the system: A record of importer premises visits performed by the import specialist including the time, cost, and number of visits listed monthly.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) To keep an account of the visits made by import specialists to importers' premises.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is listed by name and located on a wall chart in the training room.

Retrievability: Indexed by name and location of the import specialist.

Safeguards: Area is provided for Customs employees only and other persons using the area must be accompanied by a Customs employee.

Retention and disposal: Information is erased after two years.

System manager(s) and address: Director, Classification and Value Division, 55 East Monroe, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Reports submitted by import specialists on Regional Form IX-RC-220.

Treasury/Customs 00.117

System name: Information and Investigative Reports from other Federal Agencies—Treasury/Customs.

System location: Office of the Director, District Patrol, 600 South Street, New Orleans, Louisiana 70130. Dir., District Patrol Division, Rm. 213, International Trade Center 250 N. Water Street, Mobile, AL 36602.

Categories of individuals covered by the system: Individuals on whom information has been received indicating unlawful or suspicious activity.

Categories of records in the system: Name, address, phone number, place of business, associates, vessels or aircraft identified with; make, year, license number and registration of vehicles, area of activity, method of operation and other relevant and necessary information on individuals suspected of activity contrary to law. All information received from other federal agencies' investigative reports.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in standard Customs file folders in locked metal cabinets.

Retrievability: System indexed by identifying file number and manually retrieved.

Safeguards: File maintained in locked, metal file cabinet, the keys of which are controlled by the custodian of the files. Those departmental officials who may occasionally be granted access, consistent with their positions, have been cleared by a full field background investigation and granted appropriate security clearance for critical sensitive positions. During nonworking hours, the room housing the metal cabinets is locked.

Retention and disposal: Memoranda of Information Received are normally destroyed after 3 years. On active cases or individuals, files could presumably be retained for duration of interest in individual. Disposal is by means of shredding. The same procedure is followed for Investigative Reports from other Federal agencies.

System manager(s) and address: Director, District Patrol Division, 600 South Street, New Orleans, La. 70130.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.118

System name: Information Received File—Treasury/Customs.

System location: U.S. Customs Air Support Branch, Patrol Division PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Categories of individuals covered by the system: Persons who are believed to be involved in activities which constitute, or may develop into, possible violation of Customs and related laws.

Categories of records in the system: Internal Customs Service memoranda and related materials regarding the activities of individuals, vessels, or aircraft believed to be involved in acts which are contrary to Customs and related laws.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information files are inserted in alphabetical and chronological file folders which are filed within a metal container.

Retrievability: A manual, master card index is maintained for the entire system. This index includes name and/or numerical identifier.

Safeguards: The information files and master card index are located within an office which is locked during non-working hours. The building is guarded by U.S. Air Force Military Police and only authorized persons are permitted in the building.

Retention and disposal: These files are retained indefinitely or until such time that it has been determined that there is no longer a need for their existence, at which time the oldest files are destroyed under Customs supervision.

System manager(s) and address: Chief, Air Support Branch, U.S. Customs, Patrol Division, PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.119

System name: Information Received File (Patrol Division—New Orleans, LA)—Treasury/Customs.

System location: Office of the Director, Regional Patrol, 600 South Street, New Orleans, LA 70130.

Categories of individuals covered by the system: Individuals on whom information has been received indicating unlawful or suspicious activity.

Categories of records in the system: Name, file number, location, and date information received on individuals suspected of unlawful activity.

Authority for maintenance of the system: 5 USC 301; Treasury Department Order No. 165, Revised as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal,

state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: System maintained on filed 4 x 6 index cards.

Retrievability: System indexed alphabetically by name and manually retrieved.

Safeguards: Cards maintained in index file holder stored in secure combination safe, with the combination thereto restricted to four employees. Those departmental officials who may occasionally be granted access consistent with their position have been cleared by a full field background investigation and granted appropriate security clearance for critical sensitive positions. During non-working hours the room housing the safe is locked.

Retention and disposal: Index cards are retained for duration of interest in individual named there on. Disposal is by means of shredding.

System manager(s) and address: Director, Regional Patrol, 600 South Street, New Orleans, LA 70130.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.120

System name: Information Received File (Patrol Division—New Orleans, LA)—Treasury/Customs.

System location: Office of the Director, Regional Patrol, 600 South Street, New Orleans, LA 70130.

Categories of individuals covered by the system: Individuals on whom information has been received indicating unlawful or suspicious activity.

Categories of records in the system: Name, address, phone number, place of business, associates, vessels or aircraft identified with; make, year, license number and registration of vehicles, area of activity, method of operation, and other relevant and necessary information on individuals suspected of activity contrary to law.

Authority for maintenance of the system: 5 USC 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in standard Custom file folders in locked, metal cabinets.

Retrievability: System indexed by identifying file number and manually retrieved.

Safeguards: File maintained in locked, metal file cabinet the keys of which are controlled by the custodian of the files. Those departmental officials who may occasionally be granted access consistent with their positions have been cleared by a full field background investigation and granted appropriate security clearance for critical sensitive positions. During non-working hours the room housing the metal cabinets is locked.

Retention and disposal: Memoranda of Information Received are normally destroyed after three years. On active cases or individuals, files could presumably be retained for duration of interest in individual. Disposal is by means of shredding.

System manager(s) and address: Director, Regional Patrol, 600 South Street, New Orleans, LA 70130.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.121

System name: Information Received (Moir) File—Treasury/Customs.

System location: Located in the Office of the District Director, San Diego, Calif.; Offices of the Port Directors, San Ysidro, Calif; Tecate, Calif; Calexico, Calif; Andrade, Calif; San Diego Barge Office; and the Offices of the Customs Patrol Division, San Diego, Calif; San Ysidro, Calif; Calexico, Calif; Tecate, Calif. Los Angeles region. See Customs Appendix A.

Categories of individuals covered by the system: All Persons who have been found or suspected of being in violation of Customs or other Governmental Agency regulations or laws.

Categories of records in the system: Name, physical description, DOB, driver's license information and informing individual if suspect of being involved.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to

a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. To alert all Customs personnel or interested Agencies of possible violations or whereabouts of individuals.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored on CF 4621 in file cabinet.

Retrievability: Cross-indexed by name and file number.

Safeguards: Locked office after duty hours.

Retention and disposal: Indefinitely.

System manager(s) and address: District Director, Port Directors, and Division Directors within the San Diego Customs District. See Customs Appendix A.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.122

System name: Information Received File—Treasury/Customs.

System location: District Patrol Division, Room 200, United States Customhouse, La Marina, Old San Juan, P.R. 00901.

Categories of individuals covered by the system: Persons in whom Customs and/or other government agencies are interested from a law-enforcement and/or security point of view.

Categories of records in the system: Name, alias, date of birth or age, personal data, addresses, home and business telephone number, occupation, background information, associations, license number and registration number of vehicle, vessel and/or aircraft, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their official duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) When routine background investigation develops evidence of violations of law, case is referred to Investigative Branch; (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each memorandum, or group of memoranda, is placed in a folder which is filed in a numerical order according to the assigned case file number. These files are kept in a locked metal cabinet.

Retrievability: The above-mentioned case file numbers are cross-indexed by name to such numbers, and cards are filed alphabetically within a metal file box.

Safeguards: The metal file cabinet and the metal file box are located within an office that is locked during non-working hours. The building is guarded by uniformed Customs guards, and only authorized persons are permitted in the building.

Retention and disposal: These memoranda are retained for a period of three years after which they are destroyed together with related index cards.

System manager(s) and address: Director, District Patrol Division, United States Custom Service, Room 200, La Marina, Old San Juan, P.R. 00901.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.123

System name: Injury Notice—Treasury/Customs.

System location: Each Logistics Management Division in each regional HQ Office (see Customs Appendix A for addresses) and all offices of the District Director, Region IX, Chicago, Ill.

Categories of individuals covered by the system: Individuals who sustain an injury in performance of duty as an employee of U.S. Customs.

Categories of records in the system: Name, date of birth, home address, organization, place of injury, date and hour of injury, dependants, occupation, cause of injury, nature of injury, statement of witness, supervisor's report of injury.

Authority for maintenance of the system: Sec. 19 and 24 of the Occupational Safety and Health Act of 1970, 84 Stat. 1609, 1614, 29 U.S.C. 668, 673 and the provisions of Executive Order 11807.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Disclosure to the Department of Labor for that agency's official use.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on CA forms. The CA forms are filed in a loose leaf, alphabetical binder and placed in a metal file container.

Retrievability: Each CA form is identified by the name of the injured employee and filed alphabetically in a binder.

Safeguards: The binder is placed within a metal file container located within an office that is locked during non-working hours. The building is guarded by uniformed security personnel and only authorized persons are permitted in the building.

Retention and disposal: Notice of injury reports are maintained in the employee's OPF indefinitely. Copies maintained by the systems manager are maintained at location for two years and then destroyed.

System manager(s) and address: Each Director, Logistics Management Division, in each Customs Regional Headquarters (see Appendix A for address), each District Safety Officer, Region IX, Chicago, Ill. (see Customs Appendix A for addresses of District Directors).

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with and consists solely of information supplied by the injured employee, his supervisor, appropriate witness and attending physician on CA forms.

Treasury/Customs 00.124

System name: Inspector Training Quarterly Checklist Forms and Inspector Correspondence Course Enrollment Forms (CF-66)—Treasury/Customs.

System location: Regional Office, Personnel Management, Career and Staff Development, U.S. Customs, 300 N. Los Angeles Street, Los Angeles, California 90012.

Categories of individuals covered by the system: All Inspectors in training status in Region VII.

Categories of records in the system: Progress records of on-the-job Inspector training and enrollment forms for the correspondence course.

Authority for maintenance of the system: U.S. Customs Headquarters Training Manual, 5 USC 301; Treasury Dept. Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) To determine if trainee Inspectors have satisfactorily completed their standard training requirements so that they are eligible for promotion at the end of their first year.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Loose leaf binder.

Retrievability: By name.

Safeguards: Locked office.

Retention and disposal: Until employee completes his training.

System manager(s) and address: Regional Training Officer, Personnel Management, Career Development Branch, U.S. Customs Service, 300 N. Los Angeles Street, Los Angeles, California 90012.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The inspectors' supervisors originate both the training progress checklists and the Correspondence Course Enrollment forms.

Treasury/Customs 00.125

System name: Intelligence Log—Treasury/Customs.

System location: U.S. Customs Air Support Branch, Patrol Division, PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Categories of individuals covered by the system: Persons who are believed to be involved in activities which constitute, or may develop into, possible violation of Customs and related laws.

Categories of records in the system: Internal Customs Service memoranda and related materials regarding the activities of individuals, vessels, or aircraft believed to be involved in acts which are contrary to Customs and related laws.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The intelligence log is a chronological file which is maintained within a security area.

Retrievability: A manual, master card index is maintained for the entire system. This index includes name and/or numerical identifier.

Safeguards: The information files and master card index are located within an office which is locked during non-working hours. The building is guarded by U.S. Air Force Military Police and only authorized persons are permitted in the building.

Retention and disposal: These files are retained indefinitely or until such time that it has been determined that there is no longer a need for their existence, at which time the oldest files are destroyed under Customs supervision.

System manager(s) and address: Chief, Air Support Branch, Patrol Division, U.S. Customs, PM-TUM, Homestead Air Force Base, Homestead, Florida 33030.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.126

System name: Internal Security File—Treasury/Customs.

System location: Area Director, New York Seaport Area, 6 World Trade Center, New York, New York 10048.

Categories of individuals covered by the system: Commercial and non-commercial importers.

Categories of records in the system: Correspondence from importing public concerning parcels received through mail without being processed through Customs and Voluntary Tenders submitted in conjunction with same.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Use by Customs Officers in enforcing laws and regulations and use as background information.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in a file drawer.

Retrievability: Listed alphabetically by name.

Safeguards: The office is locked at the end of the day.

Retention and disposal: Files destroyed after two years.

System manager(s) and address: Area Director, New York Seaport Area, 6 World Trade Center, New York, New York 10048.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information submitted by individuals.

Treasury/Customs 00.127

System name: Internal Security Records System—Treasury/Customs.

System location: Internal Security Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229. Tort Claim Investigation Files and index card files at each Regional Director (Internal Affairs) Office. See Customs Appendix A.

Categories of individuals covered by the system: Present and past employees, applicants for positions that require an investigation, and others that are the subject of an investigation.

Categories of records in the system: Security clearance records; background, tort claim, special inquiry, conduct, and equal employment opportunity investigations and other Customs related investigations including individuals involved in accidents under investigation.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Provide the proper authority within the Department of the Treasury with sufficient information to make a decision as to whether or not an applicant or employee is suitable for employment in a sensitive position, and to make a determination regarding a subject's loyalty; (d) When routine background investigation develops evidence of violations of law, case is referred to Investigative Branch; (e) Serves as a basis for granting access to classified information and material. When necessary, advise Government agencies and private industry of employees having security clearances; (f) To provide basis for disciplinary action, criminal prosecution establishing guilt or innocence, identifying procedural weaknesses, establishing liability in tort claim investigations, give information to Equal Employment Opportunity Division in EEO cases, provide information to appropriate officials, management and Congressmen; (g) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (h) A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (i) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

A record contained in this system of records may be disclosed as a routine use to possible sources of information in connection with civil or criminal investigations or inquiries under circumstances where it is necessary to disclose certain information in order to pose a question to those sources.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Investigative records are maintained on microfiche and in file folders and stored in metal security cabinets secured by government approved three-position, combination locks. Security clearance records are stored on magnetic tape with a manual back-up system.

Retrievability: A manual, master card index is maintained for the entire system. This index includes name and/or numerical identifier.

Safeguards: In addition to being stored in secure metal containers with government approved, combination locks, the metal containers are located in locked rooms, the keys of which are controlled and issued to the custodians of the files. The security specialists and administrative personnel who maintain the files are selected for their experience and afforded access only after having been cleared by a full-field background investigation and granted appropriate security clearances for critical sensitive positions. Those departmental officials who may occasionally be granted access consistent with their positions to employ and concur in the granting of security clearances have also been investigated prior to filling critical-sensitive positions.

Retention and disposal: With exception of tort claim investigations, the file records are maintained as long as the subject of the investigation is employed by the U.S. Customs Service and for 1 year after the subject terminates employment. The files are then transferred to the Federal Records Center.

Tort Claim investigations are retained for 5 years after the close of the investigation and then destroyed. Once files are transferred, they are retained for the following periods of time by the Federal Records Center and then destroyed: Background investigations—25 years, Conduct and special inquiry investigations—15 years, Equal Employment Opportunity investigations—10 years.

System manager(s) and address: Director, Internal Security Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Record source categories: Sources of information for background investigations are: employers; educational institutions; police; government agencies; credit bureaus; references; neighborhood checks; medical sources; personal interviews; military, financial, citizenship, birth and tax records; and the applicants or employee's personal history and application forms.

Treasury/Customs 00.128

System name: Investigations Program Analysis—Treasury/Customs.

System location: U.S. Customs Service, Office of Investigations, Region V. RDI, 1440 Canal Street, New Orleans, La. 70112; SAC, 600 South Street, Room 444, New Orleans, La. 70130; SAC, P.O. Box 1704, Mobile, Ala. 36601; RA, 1719 West End Building, Rm. 303, Nashville, Tenn. 37203.

Categories of individuals covered by the system: Special Agents assigned to office.

Categories of records in the system: Record of cases assigned to individual agent showing date assigned, status, date closed, time spent on case, arrests, dispositions of arrests, seizures, penalties, and recoveries, if any. An inventory of types of cases handled by an agent.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used administratively as an inventory of investigative cases; measurement of the results of investigative efforts; and an account of man hours devoted to investigative categories.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information is contained in a printout.

Retrievability: Information is retrieved from the printout by case number, name of agent, and date by month and year.

Safeguards: During non-working hours the room in which the above described printouts are located is locked.

Retention and disposal: Indefinitely.

System manager(s) and address: Regional Director, Investigations, U.S. Customs Service, Office of Investigations, 1440 Canal Street, Room 2440, New Orleans, La. 70112; Special Agent in Charge, Office of Investigations, 600 South Street, Room 444, New Orleans,

La. 70130; Special Agent in Charge, U.S. Customs Service, Office of Investigations, P.O. Box 1704, Mobile, Ala., 36601; Resident Agent, U.S. Customs Service, Office of Investigations, 1719 West End Building, Rm. 303, Nashville, Tenn. 37203.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information furnished by Customs Special Agents.

Treasury/Customs 00.129

System name: Investigations Record System—Treasury/Customs.

System location: All Office of Investigations offices located within each Customs Service Region in the United States and within each Office of Investigations office located in a foreign country. (See Customs Appendix A).

Categories of individuals covered by the system: Records are maintained on individuals who may bear some necessary relevance to investigations conducted within the scope of authority of the Office of Investigations, United States Customs Service. The categories include but are not limited to: (1) Known violators of U.S. Customs laws. (2) Convicted violators of U.S. Customs and/or drug laws in the U.S. and foreign countries. (3) Fugitives with outstanding warrants, Federal or State. (4) Suspect violators of U.S. Customs or other related laws. (5) Victims of violations of the U.S. Customs or related laws.

Categories of records in the system: The subject records may contain any identifying or other relevant information on subject individuals which might relate to the following categories of investigations:

Smuggling Investigations Branch: Smuggling, Diamonds & Jewelry; Smuggling, Liquor; Smuggling, Narcotics; Smuggling, All Other; Prohibited Importations; Navigation, Airplane and Vehicle Violations; Neutrality Violations; Illegal Exports.

Regulatory Investigations Branch: Baggage Declaration Violations; Customhouse Brokers and Customs Attorneys; Applications for Licenses; Theft, Loss, Damage and Shortage; Irregular Deliveries; All Other Criminal Cases; Currency Violations.

Special Investigations Branch: Organized Crime; Personnel Derelictions; Other Departments, Bureaus and Agencies; Federal Tort Claims; Personnel Background Investigations.

Technical Investigations Branch: Undervaluation and False Invoicing; Petitions for Relief.

Verification Investigations Branch: Drawback; Marking of Merchandise; Customs Bonds; Customs Procedures; Collections of Duties and Penalties; Trademarks and Copyrights; Foreign Repairs to Vessels and Aircraft.

Foreign Investigations Branch: Classification; Market Value; Dumping; Countervailing Duties.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; 19 U.S.C. 2072; Title 19, United States Code; Title 18, United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of Treasury who have a need for the records in the performance of their duties which may include the administration, investigation, enforcement and prosecution of civil and criminal Customs and related laws; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Disclosure may be made to any civil or criminal law enforcement authorities, whether Federal, state, local or foreign; (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (f) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

A record contained in this system of records may be disclosed as a routine use to possible sources of information in connection with civil or criminal investigations or inquiries under circumstances where it is necessary to disclose certain information in order to pose a question to those sources.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in both hard copy files and on microfiche which are placed in locked metal containers.

Retrievability: The record system is indexed on 3 x 5 file cards by the individual's name and/or identification number and by the investigative case numbers to which the information relates. The hard copy and microfiche records are retrieved by means of the investigative case numbers.

Safeguards: All records are held in steel cabinets and are maintained according to the requirements of the United States Customs Records Manual and the United States Customs Security Manual. Access is limited by visual controls and/or a lock system. During normal working hours, files are either attended by responsible Office of Investigations employees or the file area is restricted. The office in which the records are located is locked during non-working hours and the building is patrolled by uniformed security guards.

Retention and disposal: The index cards are retained indefinitely. The hard copy and microfiche records are retained for one year or more depending on the subject matter to which they relate and are then either destroyed or transferred to the appropriate Federal Record Center, all in accordance with standard Customs Service record retention and disposal procedures.

System manager(s) and address: Assistant Commissioner, Office of Investigations, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C., 20229.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.130

System name: Investigative Program Analysis—Treasury/Customs.

System location: U.S. Customs Service, Office of Enforcement Support, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: United States Customs Special Agents and Operations Officers.

Categories of records in the system: Case assignment information such as case number, case hours, court hours, case description and disposition, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a

contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Provide management information such as caseload, budget, manpower, performance and experience, etc.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: (1) Magnetic tape. (2) Manual files maintained by the Office of Investigations field officer.

Retrievability: By name and Social Security Number of subject Customs Officer.

Safeguards: On a need-to-know basis to the Office of Investigations personnel only. Procedural and physical safeguards are utilized such as accountability and receipt records, guards patrolling the area, restricted access and alarm protection systems, special communication security, etc.

Retention and disposal: Indefinite; None.

System manager(s) and address: Assistant Commissioner, Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Supervisory Customs Special Agents when making case assignments to Special Agents or Operations Officers on foreign assignments.

Treasury/Customs 00.132

System name: Justice Court Case File—Treasury/Customs.

System location: Office of the Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Persons who are parties in litigation with the United States Government or agencies or employees or officers thereof, in matters which affect or involve the Customs Service.

Categories of records in the system: Litigation report requests and responses thereto, reports of investigations, internal Customs Service memoranda summarizing or relating to the matter in controversy and other background information relating to the subject matter or origin of the litigation, including any information on individuals which has relevance to the matter in litigation.

Authority for maintenance of the system: 28 U.S.C. 507; 19 U.S.C. 1603; E.O. 6166; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in this file is routinely provided as a routine use to the Department of Justice to assist that Department in representing the interests of the Government, the agency or officer or employee involved in the litigation, and may be provided to other agencies involved in same or similar litigation.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who initiated the litigation against the Government, agency, officer or employee or by the name of the person against whom the Government initiated the litigation. In addition, each case file is similarly identified on the alphabetical file folder within the metal container.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Record Center.

System manager(s) and address: Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the receipt of a litigation report request from the Department of Justice which results in a written report to that Department regarding the facts of the particular case. Information in this file may also be derived from reports of investigation regarding the enforcement of civil or criminal statutes, administrative proceedings regarding disciplinary action taken against Customs Service employees, equal opportunity complaints, denials of tort claims, denials of information requested under the Freedom of Information Act, and the collection of debts due the Government.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.133

System name: Justice Department Case File—Treasury/Customs.

System location: Office of the Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Categories of individuals covered by the system: Persons who are parties in litigation with the United States Government or subunits or employees or officers thereof, in matters which affect or involve the United States Customs Service.

Categories of records in the system: Litigation report requests and responses thereto, reports of investigations, internal Customs Service memoranda summarizing or relating to the matter in controversy and other background information relating to the subject matter or origin of the litigation.

Authority for maintenance of the system: 28 U.S.C. 2676; 19 U.S.C. 1603; E.O. 6166; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in this file is routinely provided to the Department of Justice or directly to United States Attorneys upon request to assist in representing the interests of the Government, the agency or officer or employee involved in the litigation, or to other agencies involved in the same or similar litigation; (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in the file folder within the metal container by the name of the customhouse broker.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the Customhouse. During non-working hours the room in which the

metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Customhouse broker files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the request from the Department of Justice or directly from a United States Attorney or other Government agency or officer which results in a communication regarding the particular case. Information in this file is also derived from reports of investigation regarding the enforcement of civil or criminal statutes or regulations, administrative proceedings or any matter affecting or involving the United States Customs Service or its officers or employees.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.135

System name: Legal Case Inventory System—Treasury/Customs.

System location: Classification and Value Division, Office of Regulations and Rulings, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Customs employees to whom legal cases are assigned for initial review at Customs Headquarters.

Categories of records in the system: Name of Customs employees to whom legal cases are assigned for initial review, name of inquirer, date of correspondence, description of request, control number, and status.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) To maintain a log system of all requests received in the Office; be able to locate each request, obtain present status, and to whom assigned. Obtain statistical information indicating the number of requests received per month for budget purposes.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape and hard copy print-out.

Retrievability: A weekly print-out for each division in the Office of Regulations and Rulings by the name of the employee assigned to the case is prepared. Retrieval of information by employee is accomplished by a manual search of the print-out.

Safeguards: The weekly printout is used only by division personnel to locate a specific case. Each branch in the division receives a copy of the printout for their use. During non-working hours the room is locked and the building is guarded by security police. Only authorized persons are permitted in the building.

Retention and disposal: An inquirer's name will remain in the computer until 90 days after a reply has been made to afford the inquirer ample time for resubmission of a request for consideration. Thereafter, his name is expunged by erasure of the tape. The print-out is disposed of as paper trash when a new print-out is received.

System manager(s) and address: Director, Classification and Value Division, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Branch Chief or delegate at the time the protest case is assigned to an individual for initial review.

Treasury/Customs 00.136

System name: Liquidated Damage Cases; Prior Violators—Treasury/Customs.

System location: Office of the District Director, Fines and Penalties Office, U.S. Customs Service, 2 India Street, Boston, Massachusetts 02109, and Office of the District Director, Fines and Penalties Office, U.S. Customs Service, P.O. Box 111, St. Albans, Vermont, 05478.

Categories of individuals covered by the system: Prior violators of Customs Laws: e.g. Customhouse brokers, individual T/B violators, liquidated damage cases only.

Categories of records in the system: Name, address, Social Security number, type of violation and frequency of past violations.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used to determine those persons who are repeatedly assessed liquidated damages so appropriate administrative action may be taken.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored on 3 x 5 index cards and in file folders.

Retrievability: Alphabetically; by name.

Safeguards: In locked file cabinet when not in use.

Retention and disposal: Boston District files are kept for two years and then destroyed on site. St. Albans District files are kept for five years and then destroyed.

System manager(s) and address: Fines and Penalties Officer, U.S. Customhouse, Bonton, Massachusetts 02109. Fines and Penalties Officer, Post Office and Customhouse Building, St. Albans, Vermont 05478.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is received from the individual at the time the violation occurs and from penalty notices which are issued in the Penalties section. Also, the office of Investigations provides any information developed during its investigation.

Treasury/Customs 00.137

System name: List of Vessel Agents Employees—Treasury/U.S. Customs.

System location: Offices of District Directors, Region IX, Chicago, Illinois. See Customs Appendix A.

Categories of individuals covered by the system: Persons employed by Vessel agents.

Categories of records in the system: Names, addresses, Social Security numbers, and dates and places of birth of persons employed.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Open file.

Retrievability: Alphabetical listing of employees by vessel agent name.

Safeguards: The file described is maintained in the Offices of the District Directors in Region IX, Chicago, Illinois. During non-working hours the room/building in which the file is located is locked. Access limited to authorized Customs personnel.

Retention and disposal: Employee name retained for period of employment with vessel agent agency.

System manager(s) and address: District Director, as appropriate, in Region IX, Chicago, Illinois. See Location above.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Submission of data by importing carrier or his agent.

Treasury/Customs 00.138

System name: Litigation Issue Files—Treasury/Customs.

System location: Office of Assistant Chief Counsel, Customs Court Litigation, Second Floor, 26 Federal Plaza, New York, New York, 10007.

Categories of individuals covered by the system: Parties in litigation before the United States Customs Court (or subunits or employees or officers thereof), and other individuals with knowledge of the issues in controversy, e.g., trade witnesses, foreign or domestic manufacturers, etc.

Categories of records in the system: Litigation report requests and responses thereto, reports of investigations, internal Customs Service memoranda summarizing or relating to the matter in controversy and other background information relating to the subject matter or origin of the litigation.

Authority for maintenance of the system: 19 U.S.C. 1514—1516; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in these files is routinely provided to the Department of Justice upon request to assist that Department in representing the interests of the Government, or agency involved in the litigation.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each issue file is inserted in a numerical file folder (according to issue) which is filed in an unlocked drawer within a metal container.

Retrievability: Each issue filed is cross-indexed in the following card files: (a) by name of party-plaintiff; (b) by issue; and, (c) by titles of decided cases.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Assistant Chief Counsel within the Federal Building. At all times the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Record Center.

System manager(s) and address: Assistant Chief Counsel, Customs Court Litigation, Second Floor, 26 Federal Plaza, New York, New York, 10007.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the receipt of protest reports (based on information supplied by the subject individuals or by their authorized agents or attorneys) from the various Districts and/or litigation report requests from the Department of Justice which result in a written report to that Department regarding the facts of the particular case.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.140

System name: Lookout Notice—Treasury/Customs.

System location: Lookout files are maintained in Offices of the District and Port Directors and the District and Local offices of the Patrol Division. See Customs Appendix A.

Categories of individuals covered by the system: Suspected violators of laws enforced by Customs.

Categories of records in the system: Name, address, height, weight, and any other information available on the individual at the time the notice is instituted.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) The lookout notices are used by Customs to identify persons suspected of violating laws and to keep them under active review.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The notice is printed on regular paper and then copied and stored within a file box.

Retrievability: Alphabetically, by name.

Safeguards: Stored in locked filing cabinet and access is limited to administrative personnel.

Retention and disposal: Retained for two years and then destroyed on site.

System manager(s) and address: Regional Commissioner of Customs, Regional Director of Investigations, Regional Patrol Director at appropriate Region. See Customs Appendix A.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.142

System name: Mail Entry Protest—Treasury/Customs.

System location: District Director of Customs, 3180 Bladensburg Road, N.E., Washington, D.C. 20018.

Categories of individuals covered by the system: Individual member of armed forces, commercial importers, commercial exporters and private importers.

Categories of records in the system: Name, home address, and action by customers for which relief is sought.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is placed in alphabetical file folder and placed within a metal file cabinet.

Retrievability: Each letter of protest is filed in alphabetical order by last name first.

Safeguards: The metal cabinet is located within an office that is locked during non-working hours.

Retention and disposal: The records are maintained in the files for a complete fiscal year. Records are removed to inactive files and held for three years prior to destruction.

System manager(s) and address: District Director of Customs, 3180 Bladensburg Road, N.E., Washington, D.C. 20018.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information of this office originated with and consists solely of information supplied by the protestor or requester.

Treasury/Customs 00.143

System name: Mail Protest—Treasury/Customs.

System location: District: Anchorage, 204 E. 5th Ave., Anchorage, Alaska; Great Falls, 215 1st Ave, No., Great Falls, Montana; Honolulu, 335 Merchant, Honolulu; Portland, 511 N.W. Broadway, Portland, Oregon; San Francisco, 555 Battery St., San Francisco, California; Seattle, First & Marion Sts., Seattle, Washington.

Categories of individuals covered by the system: Individual protesting duty assessed.

Categories of records in the system: Correspondence relating to individual.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in folders and stored in metal file cabinet.

Retrievability: The office and building are locked during non-working hours.

Safeguards: Protest number.

Retention and disposal: Records are maintained and disposed of in accordance with Records Disposal Manual.

System manager(s) and address: District Director, See Location above for addresses.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Individual and Customs employees involved with case.

Treasury/Customs 00.144

System name: Mail Protest File—Treasury/Customs.

System location: Foreign Mail Section, District Office, 444 Brickell Ave., Miami, Fla.

Categories of individuals covered by the system: Individuals who have filed formal protest of the amount of duty assessed against mail parcels.

Categories of records in the system: Letters, invoices, and other pertinent documents pertaining to protests.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Customs Personnel processing mail protests; (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licences, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (f) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored in the Foreign Mail Section of the District Office, 444 Brickell Ave., Miami, Fla.

Retrievability: Records are retrievable by name or protest number.

Safeguards: Access is limited to appropriate personnel and office is locked during non-working hours.

Retention and disposal: Records are kept until 3 years after the protest is decided.

System manager(s) and address: District Director of Customs, 444 Brickell Ave., Miami, Fla.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Source information is from the sender, the addressee, the Customs value records, and the manufacturer of the item.

Treasury/Customs 00.148

System name: Military Personnel and Civilian Employees' Claims Act File—Treasury/Customs.

System location: Office of the Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Persons filing claims under the Military Personnel and Civilian Employees' Claims Act of 1964.

Categories of records in the system: Documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 31 U.S.C. 240-243; 31 CFR Part 4; Treasury Department Administrative Circular No. 131, August 19, 1965; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include making recommendations for decisions on claims and making final decisions on claims; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted alphabetically in a file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who filed the claim and alphabetically in the file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service Building. During nonworking hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates with a Treasury Department Form No. 3079, Civilian Employee Claim For Loss or Damage to Personal Property, which is completed and filed with the Customs Service by the claimant. Additional information contained in these files may be separately provided by the claimant or by the claimant's supervisor.

Treasury/Customs 00.149

System name: Military Personnel and Civilian Employees' Claims Act File—Treasury/Customs.

System location: Office of the Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Categories of individuals covered by the system: Current or former Customs employees filing claims under the Military Personnel and Civilian Employees' Claim Act of 1964 for damage to or loss of personal property incident to their service.

Categories of records in the system: Documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 31 U.S.C. 240-243; 31 CRF Part 4; Treasury Department Administrative Circular No. 131, August 19, 1965; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in the file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the Customhouse. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates with a Treasury Department Form NO. 3079, Civilian Employee Claim For Loss or Damage to Personal Property, which is completed and filed with the Customs Service by the claimant. Additional information contained in these files may be separately provided by the claimant, the claimant's supervisor, or other reviewing Customs officers.

Treasury/Customs 00.150

System name: Military Personnel and Civilian Employees' Claims Act File—Treasury/Customs.

System location: Regional Counsel, U.S. Customs Service, 6 World Trade Center, New York, N.Y. 10048.

Categories of individuals covered by the system: Current or former Customs employees filing claims under the Military Personnel and Civilian Employees' Claims Act of 1964 for damage to or loss of personnal property incident to their service.

Categories of records in the system: Documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 31 U.S.C. 240-243; 31 CFR Part 4; Treasury Department Administrative Circular No. 1331, August 19, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) The information contained in this file is utilized to formulate recommendations, and is made available, to the officials within the Customs Service who make final decisions on claims submitted pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted alphabetically in a file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who filed the claim and alphabetically in the file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service Building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, U.S. Customs Service, 6 World Trade Center, New York, N.Y. 10048.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates with a Treasury Department Form No. 3079, Civilian Employee Claim For Loss or Damage to Personnel Property, which is completed and filed with the Customs Service by the claimant. Additional information contained in these files may be separately provided by the claimant or by the claimant's supervisor.

Treasury/Customs 00.268

System name: Military Personnel and Civilian Employees' Claims Act File—Treasury/Customs.

System location: Office of the Regional Counsel, Suite 1220, 500 Dallas Street, Houston, Texas 77002.

Categories of individuals covered by the system: Current or former Customs employees filing claims under the Military Personnel and Civilian Employees' Claims Act of 1964.

Categories of records in the system: Documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 31 U.S.C. 240-243; 31 CFR Part 4; Treasury Department Administrative Circular No. 131, August 19, 1965; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the U.S. Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in adminis-

tration of the Freedom of Information Act (5 U.S.C. 552); (c) The information contained in this file is utilized to formulate recommendations, and is made available, to the officials within the Customs Service to make final decisions on claims submitted pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted alphabetically in a file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified alphabetically in the file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel on the 12th Floor of 500 Dallas Street, Houston, Texas. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed security guards provided by the lessor.

Retention and disposal: These files are retained until closed at which time the closed files are transferred to the Director, Logistics Management Division, Office of the Regional Commissioner, Houston, Texas for ultimate transportation to the Federal Record Center.

System manager(s) and address: Regional Counsel, Suite 1220, United States Customs Service, 500 Dallas Street, Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates with a Treasury Department Form No. 3079, Civilian Employee Claim For Loss or Damage to Personal Property, which is completed and filed with the Customs Service by the claimant. Additional information contained in these files may be separately provided by the claimant or by the claimant's supervisor.

Treasury/Customs 00.151

System name: Motor Vehicle Accident Reports—Treasury/Customs.

System location: Each Logistics Management Division, in each Customs Regional Headquarters (see Customs Appendix A).

Categories of individuals covered by the system: U.S. Customs Employee involved in an automobile accident while on official duty.

Categories of records in the system: Name, Social Security Number, home address, telephone number, age, title, date of accident, place of accident, make, year, license number of vehicles, description of accident, information on driver of other vehicle.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Administrative Circular No. 131, dated August 19, 1965 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer in a metal file cabinet.

Retrievability: Each case file is identified in a file folder identified by the name of the Customs employee involved in the automobile accident.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Regional Safety Coordinator within the office of the Regional Commissioner of Customs. Access to the building during nonworking hours is controlled.

Retention and disposal: Files are maintained at location for 2 years and then transferred to the Federal Records Center where they are retained for four years.

System manager(s) and address: Each Director, Logistics Management Division in each Regional Headquarters (see Customs Appendix A for addresses).

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in these files originates from the employee involved in the automobile accidents, police report and report of investigation conducted by the Office of Internal Affairs.

Treasury/Customs 00.152

System name: Motor Vehicle Operator's Identification Card—Treasury/Customs.

System location: District Director, 600 South Street, New Orleans, Louisiana 70130; District Director, P.O. Box 2748, Mobile, Alabama 36601; Regional Commissioner, 1440 Canal Street, New Orleans, Louisiana 70112.

Categories of individuals covered by the system: All Customs employees in Region V whose official duties require the use and operation of an agency-owned vehicle or a government-owned vehicle leased from General Service Motor Vehicle Pool.

Categories of records in the system: Records on file contain the follwoing information: Name, address, place and date of birth, statement of physical fitness, results of examination on driving capability, summary of past driving record, record of summonses, arrests, and accidents during past five years, record of safe driving awards.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contact, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: On SF-47 and Treasury Department Form 2770 in appropriate file.

Retrievability: By name.

Safeguards: Unlocked file cabinet in locked office.

Retention and disposal: Forms are maintained for the period in which the individual is employed in the Customs Service, or until revoked. Upon separation or revocation, forms are removed from active file and placed in an inactive file for a period of three years, after which time the cards are disposed of as provided in GSA's General Records Schedule.

System manager(s) and address: District Director, 600 South Street, New Orleans, Louisiana 70130; District Director, P.O. Box 2748, Mobile, Alabama 36601; District, Logistics Management Division, 1440 Canal Street, New Orleans, LA 70112.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: All information contained on SF-47 and TD Form 2770 is obtained directly from employee.

Treasury/Customs 00.153

System name: Motor Vehicle Operators I.D. Card and Record—Treasury/Customs.

System location: Room 102, Federal Building, 511 N.W. Broadway, Portland, Oregon 97209.

Categories of individuals covered by the system: Employees of Portland District authorized to drive government vehicles.

Categories of records in the system: Name, position, driving record of employee.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To account for those employees to whom driver's licences have been issued and to maintain information concerning their driving record.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in index card file. Stored in unlocked metal cabinet.

Retrievability: Information is on cards, indexed alphabetically by name of individual.

Safeguards: The office and building are locked during non-working hours.

Retention and disposal: Retained 2 years, then destroyed.

System manager(s) and address: District Director, Federal Building Room 198, 511 N.W. Broadway, Portland, Oregon 97209.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information furnished by employee and his supervisors. Accident reports.

Treasury/Customs 00.155

System name: Narcotics Suspect File—Treasury/Customs.

System location: Customs Patrol Office, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Categories of individuals covered by the system: Known violators of Federal narcotics laws. Suspected violators of Federal narcotics laws. Associates of known and suspected violators. Informants and other persons of interest to patrol officers in the performance of their duties.

Categories of records in the system: Criminal and civil case files; information of possible violators, informant files, known suspect files, and files of information of interest to patrol officers.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used by patrol officers to determine an individual's previous record when determining the proper recommendations for criminal and civil penalties; (d) Used by patrol officers to determine patterns of violations and assist in the more efficient performance of their duties; (e) Used by officers and employees of the Customs Service and the Department of the Treasury to compile statistics and determine patterns of violators; (f) In the event that this system of records includes information which indicates a violation or possible violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (g) A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (h) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and stored in metal file cabinets which are located in locked or occupied offices which are located in locked and guarded Federal Buildings.

Retrievability: A manual master card index is maintained for the entire system. This index includes name and/or numerical identifier.

Safeguards: In addition to being stored in secure metal containers, the containers are maintained in offices which are either occupied or locked at all times. These offices are located in locked Federal buildings.

Retention and disposal: The file records are maintained indefinitely.

System manager(s) and address: Director, Baltimore Patrol Division, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system or records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.156

System name: Narcotic Violator File—Treasury/Customs.

System location: Fines, Penalties and Forfeitures Office, District Director of Customs Room 603, U.S. Federal Building, 111 West Huron Street, Buffalo, New York 14202.

Categories of individuals covered by the system: Persons who have been found in possession of any controlled substance within the Buffalo District.

Categories of records in the system: Alphabetized cross reference of violators names and the associated case numbers assigned to these individuals.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of the law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Open card file (3 x 5) is kept in metal flip file.

Retrievability: Narcotic violator case files are cross-referenced by a 3 x 5 alphabetized card which contains both name and case number.

Safeguards: Open card file is kept in the Fines, Penalties and Forfeitures Office which is locked after working hours. During working hours, a staff person is always in the office. The building is under 24-hour guard.

Retention and disposal: File system has a purge date of two years after which cross reference cards are destroyed and case numbered file is no longer accessible by name of the individual.

System manager(s) and address: District Director, United States Customs Service, Room 603, 111 West Huron Street, Buffalo, New York 14202.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in these files is obtained from Search/Arrest and Seizure Reports transmitted to the Fines, Penalties and Forfeitures Office by ports and stations within the district.

Treasury/Customs 00.159

System name: Notification of Personnel Management Division when an employee is placed under investigation by the Office of Internal Affairs—Treasury/Customs.

System location: Personnel Management Division, 500 Dallas Street, Houston, Texas 77002.

Categories of individuals covered by the system: Customs employees who are suspected of misconduct.

Categories of records in the system: A written or telephonic notification made by the Office of Internal Affairs that an investigation has been opened on an individual employee.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Notification serves to notify certain Personnel Management Division employees of the investigation to assure compliance with Chapter 751 of the Customs Personnel Manual which precludes the processing of certain personnel actions while employees are under investigation. Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Notifications provided by the Office of Internal Affairs are maintained in a file folder and stored in a metal security cabinet equipped with a lock.

Retrievability: The file contains the name of the employee; therefore retrievability is by the individual's name.

Safeguards: A metal container, described above, is maintained within the area assigned to Personnel Management in the One Allen Center Building. During non-working hours, the room in which the metal container is kept is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: The name file is retained until notification has been received that the investigation has been cancelled or on receipt of a report of investigation from the Office of Internal Affairs.

System manager(s) and address: Director, Personnel Management Division, 500 Dallas Street, Houston, Texas 77002.

Record source categories: The only source of notification that an employee has been placed under investigation is the Regional Director, Internal Affairs.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.160

System name: Operations Officer's (Classification and Value) Work Accomplishments—Treasury/U.S. Customs.

System location: Office of the Regional Commissioner, U.S. Customs Service, Classification and Value Division, 55 East Monroe Street, Suite 1501, Chicago, Illinois 60603.

Categories of individuals covered by the system: Operations Officers in the Classification and Value Division.

Categories of records in the system: Travel File—Names, dates, purpose and locations travelled. Assignments Folder—Correspondence of specific assignments filed by name. Reading File—Copies of all originally written documents filed by name.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552). (c) Historic record of work accomplishments in one file by name. (d) It is used as a file index to locate the master file record.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folder under secretarial control.

Retrievability: Manual file system.

Safeguards: Stored in the division area away from unescorted public.

Retention and disposal: Filed for five years then destroyed.

System manager(s) and address: Regional Commissioner, U.S. Customs Service, 55 East Monroe, Suite 1501, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The sources are from the Operations Officers and a copy of typewritten work.

Treasury/Customs 00.161

System name: Optional Retirement List—Treasury/Customs.

System location: Personnel Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: All employees who are eligible for optional retirement.

Categories of records in the system: Name, date of mandatory retirement, and service computation date.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the

records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) In the event that this system of records includes information which indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature and whether arising by general statute or particular program statute or by regulation, rule, or order issued pursuant thereto the relevant records in the system of records may be referred, as a routine use, to the appropriate agency whether Federal, state, local, or foreign charged with the responsibility of investigating or prosecuting the statute or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee; the issuance of a security clearance; the letting of a contract; or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency in response to its request in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation of an employee; the letting of a contract; or the issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in a locked file cabinet.

Retrievability: By name.

Safeguards: Accessible only to the Personnel Officer. The area in which these records are stored is locked during non-working hours, and the building is guarded by uniformed security police.

Retention and disposal: Records are retained for two years then destroyed.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information is obtained from the Employees Service Record Report.

Treasury/Customs 00.162

System name: Organization (Customs) and Automated Position Management System (COAPMS)—Treasury/Customs.

System location: Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Categories of individuals covered by the system: All Customs employees by organizational entity.

Categories of records in the system: Position control number and other personnel data such as social security number, date of birth, name, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 522); (c) Used by managers and planners at all levels for position control purposes.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored on Mag-tape.

Retrievability: Records are indexed by organizational segment, code, position control number, and name.

Safeguards: Limited access.

Retention and disposal: Records are maintained on mag-tapes indefinitely or until employee separation.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: COAPMS is composed of four basic inputs: CF-105-Position Change Form—presently prepared by the Headquarters Personnel Branch and operating offices, Post of Duty Codes—established by the Accounting Division, Ceilings—established by the Budget Division, CF-112—a Request for PPBS Code and Standard Abbreviation of Position.

In addition to these four sources, the IRS payroll tape has many inputs—1150, 1125, 50, 52, union dues, etc., and Accounting tape K from IRS.

Treasury/Customs 00.163

System name: Outside Employment Requests—Treasury/Customs.

System location: Located in the Personnel Management Division of each Region and Headquarters and/or appropriate District, Port, or post of duty office of employee making request.

Categories of individuals covered by the system: All employees engaged in outside employment.

Categories of records in the system: Outside employment request.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552). (c) Used to ensure the Customs employees are not engaged in other employment that would create a conflict of interest with Customs Service or Treasury Department.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: CF-3031 kept in manila folder.

Retrievability: By employee name.

Safeguards: Locked file cabinet or limited access offices.

Retention and disposal: Until disengagement from outside employment or employee separation.

System manager(s) and address: Director, Personnel Management Division in each regional office and Headquarters and/or appropriate managerial official in each port or district of employee.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Employee submission of form CF-3031.

Treasury/Customs 00.164

System name: Overtime Earnings—Treasury/Customs.

System location: Office of the Regional Commissioner, Region IX, Inspection and Control Division, 55 East Monroe Street, Suite 1501, Chicago, Illinois 60603 and each District Director's office in Region IX.

Categories of individuals covered by the system: U.S. Customs inspectional and warehouse personnel engaged in performance of overtime and reimbursable work assignments in Region IX.

Categories of records in the system: Summary of total overtime earnings for individual employees participating in overtime assignments in Region IX.

Authority for maintenance of the system: Sec. 19 and 24 of the Occupational Safety and Health Act of 1970, 84 Stat. 1609, 1614, 29 U.S.C. 668, 673 and the provisions of Executive Order 11807.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) Review of overtime earnings to insure required equalization of overtime is maintained in each port in Region IX.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Kept in loose leaf binder in alphabetical listing by individual name and kept in the office of the Director, Inspection and Control Division, Region IX.

Retrievability: By individual name in alphabetical order.

Safeguards: Locked in the desk of Director, Inspection and Control Division and made available only to authorized U.S. Customs personnel.

Retention and disposal: Retained for two years then destroyed.

System manager(s) and address: Director, Inspection and Control Division, Region IX, 55 East Monroe, Suite 1501, Chicago, Illinois 60603 and respective District Directors.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Record is compiled from information supplied by employee on Customs Form 6082 (Work Ticket) that is completed for each overtime assignment worked.

Treasury/Customs 00.165

System name: Overtime Earnings—Treasury/Customs.

System location: Inspection and Control Division, San Francisco District, 555 Battery Street, Room 111, San Francisco, CA 94126.

Categories of individuals covered by the system: Inspection and Control employees participating in overtime assignments within the district of San Francisco.

Categories of records in the system: Name and the total current monetary earnings computed to the nearest dollar.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) To maintain records of extra compensation earnings on a yearly basis for each employee in each participating group, i.e., Customs Inspectors, Supervisory Customs Inspectors, Inspectional Aids, etc. (b) A report of the monetary earnings from each overtime participant is given to each station supervisor every two weeks. (c) The report is available to all employees.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information is kept on a visible chart board and the information on earnings is constantly changing.

Retrievability: The individual's name appears alphabetically according to their geographical location within the Port.

Safeguards: The room wherein the visible chart is kept, is locked at other than regular working hours.

Retention and disposal: The information on each employee constantly changes and is maintained as long as the employee is working in the inspection overtime system.

System manager(s) and address: Supervisory Customs Inspector, Station 1, U.S. Customs Service, 555 Battery Street, Room 111, San Francisco, California 94126.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is obtained from actual overtime earnings made by each employee in the system.

Treasury/Customs 00.166

System name: Overtime Earnings Daily Log Book—Treasury/Customs.

System location: Chief Inspector, 1001 N. American Way, Miami, Fla., Port Director of Customs, Port Everglades, Fla., Port Director of Customs, West Palm Beach, Fla., Director Airport Operations, Miami International Airport.

Categories of individuals covered by the system: All participants in overtime.

Categories of records in the system: Monetary amount of overtime earned.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Supervisors and participants in overtime earnings; (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (f) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Record is kept in file folders at assignment offices listed under location.

Retrievability: Records are retrievable by name of participant.

Safeguards: Record is kept in non-public portions of listed offices.

Retention and disposal: Records are kept on a calendar year basis and are disposed of after computer printouts are received.

System manager(s) and address: District Director of Customs, 444 Brickell Ave., Miami, Fla. 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information for this record is obtained from the overtime work tickets.

Treasury/Customs 00.167

System name: Overtime Earnings Record—Customs Warehouse Officers—Treasury/Customs.

System location: Office of the Supervisory Warehouse Officer, U.S. Customhouse, Room 103, 2nd & Chestnut Streets, Philadelphia, Pa. 19106.

Categories of individuals covered by the system: Customs Warehouse Officers under the supervision of the Philadelphia District who participate in 1911 Overtime earnings.

Categories of records in the system: Bi-monthly postings of participating employees' actual 1911 Overtime earnings.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each posting is made manually on a 5 inch by 8 inch index card which is filed in the Supervisory Warehouse Officer's desk.

Retrievability: Each card is identified by the name of the Warehouse Officer and his grade.

Safeguards: The records are kept in a closed desk drawer; during working hours, only the Supervisory Warehouse Officer has access to the desk. During non-working hours, the building is either locked or controlled by uniformed guards.

Retention and disposal: Overtime earnings records of Customs Warehouse Officers are kept for one year and then destroyed.

System manager(s) and address: District Director of Customs, U.S. Customhouse, 2nd & Chestnut Streets, Philadelphia, Pa. 19106.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates from a bi-monthly data center print-out, number RCS-AA66-10, for the Port of Philadelphia.

Treasury/Customs 00.169

System name: Overtime Log—Treasury/Customs.

System location: U.S. Customs Service, Honolulu International Airport, Honolulu, Hawaii 96819.

Categories of individuals covered by the system: Employees of U.S. Customs Service participating in overtime under the Act of Feb. 13, 1911.

Categories of records in the system: Name, overtime rate, overtime amount earned by date, overtime earned on holiday or Sunday or during any other night, and running total of earnings.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) To keep a record of overtime earnings worked by each individual participant. (b) To keep a record of overtime earnings by different participating groups; i.e., Inspectors, Supervisory Customs Inspectors, Warehouse officers, etc. (c) Used to make a daily list of overtime participants by earnings.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on loose leaf folder paper in a black binder. This binder is located adjacent to the documents examiner's desk.

Retrievability: Each loose leaf folder paper is identified by name and is filed according to current overtime earnings and participating groups.

Safeguards: The documents examiner's desk is located next to the manifest desk in the U.S. Customs Service office. The manifest desk is manned 24 hours a day, seven days a week by Customs personnel.

Retention and disposal: The files are kept in the binder for one calendar year then placed in a folder, boxed, sealed, labeled and placed in our locked storeroom. The files are destroyed after five years.

System manager(s) and address: District Director of Customs, U.S. Customs Service, Honolulu, Hawaii 96819.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Overtime records are compiled by Customs personnel responsible for accounting for overtime.

Treasury/Customs 00.170

System name: Overtime Reports—Treasury/Customs.

System location: U.S. Customs Service, Office of Investigations, Region V. RDI, 1440 Canal Street, New Orleans, La. 70112; SAC, 600 South Street, Room 444, New Orleans, La. 70130; SAC, P.O. Box 1704, Mobile, Ala. 36601; RA, 1719 West End Building, Rm. 303, Nashville, Tenn., 37203.

Categories of individuals covered by the system: All Special Agents in region certified to receive premium compensation.

Categories of records in the system: Numbers of hours worked by Special Agents over and above the normal 40 hour week.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Record of number of unscheduled overtime hours worked by each Special Agent.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These forms are maintained in file folders in a locked filing cabinet.

Retrievability: Files are kept in alphabetical order.

Safeguards: During non-working hours the rooms in which the above described containers are located are locked.

Retention and disposal: These files are maintained on Special Agents and are destroyed three years after agent leaves agency or office.

System manager(s) and address: Regional Director, Investigations, U.S. Customs Service, Office of Investigations, 1440 Canal Street, New Orleans, La. 70112; Special Agent in Charge, Office of Investigations, 600 South Street, Room 444, New Orleans, La. 70130; Special Agent in Charge, U.S. Customs Service, Office of Investigations, P.O. Box 1704, Mobile, Ala., 36601; Resident Agent, U.S. Customs Service, Office of Investigations, 1719 West End Building, Rm. 303, Nashville, Tenn., 37203.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates with, and consists solely of information supplied by employees.

Treasury/Customs 00.171

System name: Parking Permit File—Treasury/Customs.

System location: Logistics Management Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, C.C. 20229.

Categories of individuals covered by the system: Individuals and members of car pools to whom vehicle parking permits have been issued.

Categories of records in the system: Name, home phone number, home address, organization, office telephone number, years of service, and make, year, license number and registration number of vehicle.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used administratively by Customs Service Headquarters to evaluate applications and to assign and monitor available parking spaces. (d) Disclosure to the General Services Administration for that agency's official use.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on GSA Forms 7415 (Parking Permit Applications) which consist of index card applications. The index card applications are placed within a file box which is located in a metal file container.

Retrievability: Each index card is identified by the name of the applicant, and the cards are filed alphabetically within the file box.

Safeguards: The card file box is placed within a metal cabinet which is located within an office that is locked during non-working

hours. The building is guarded by uniformed security police, and only authorized persons are permitted in the building.

Retention and disposal: Active index cards are retained in this system indefinitely. However, the information in this sytem is reviewed every six months, and outdated index cards are discarded.

System manager(s) and address: Chief, Headquarters Support Branch, Logistics Management Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with, and consists solely of, information supplied by the applicant(s) on GSA Form 7415 (Parking Permit Application).

Treasury/Customs 00.172.

System name: Parking Permits File (N.Y. Region)—Treasury/Customs.

System location: U.S. Customs Service, Assistant Regional Commissioner (Administration), 6 World Trade Center, New York, N.Y. 10048.

Categories of individuals covered by the system: Organizational units and persons holding parking permits.

Categories of records in the system: Name of person issued parking permit, and number of parking spot assigned.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) To keep track of permits issued and to identify the holder of the permit if violations occur or problems develop (i.e. car lights left on).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: By name.

Safeguards: Office locked at night.

Retention and disposal: Retained until changed.

System manager(s) and address: Regional Commissioner of Customs, U.S. Customs Service, 6 World Trade Center, New York, N.Y. 10048.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is compiled when parking permit is assigned.

Treasury/Customs 00.175

System name: Patrol Division Daily Activity Report—Treasury/Customs.

System location: Offices of the Patrol Division, Chicago District, Detroit District and Pembina District, Region IX, Chicago, Illinois. See Customs Appendix A.

Categories of individuals covered by the system: Individuals employed as Customs Patrol Officers.

Categories of records in the system: Internal Patrol Division folder maintained by Director, Patrol, by name to record work performance on a daily basis of each individual Patrol Officer. Also, individual record of scheduled overtime, sick or annual leave hours.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used to maintain evaluation rating on employees of Patrol Division;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Individual activity records are maintained in file folders stored in a locked metal file cabinet.

Retrievability: Each folder is filed alphabetically by an individual's name.

Safeguards: File folders are kept in a locked metal file cabinet which is located in an office that is locked during non-working hours.

Retention and disposal: Folders are maintained for the duration of an employee's service with the Patrol Division and then destroyed.

System manager(s) and address: Supervisory Customs Patrol Officers, Chicago District, Detroit District and Pembina District, Region IX, Chicago, Illinois. See Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in this record system originates from reports of Customs Patrol Officers involving records of their daily patrol activities.

Treasury/Customs 00.176

System name: Patrol Information Data System—Treasury/Customs.

System location: Office of Director, District Patrol Division, U.S. Customs Service, Room 1400 Customhouse, Boston, Massachusetts 02109.

Categories of individuals covered by the system: Customs violators, suspects, known narcotic violators; business names; suspect vessels, aircraft and vehicles.

Categories of records in the system: Name, address and numerical file reference number and date.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the record contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used as an aid to investigating suspected law violations. Used to alert patrol officers of persons to watch for;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: 3 x 5 index card with name, address and related number filed in metal index file drawer.

Retrievability: By name.

Safeguards: The metal index file is maintained within the office of Director, District Patrol Division. The room is locked during non-working hours.

Retention and disposal: These files are retained for a period of three years and then destroyed.

System manager(s) and address: District Director of Customs, U.S. Customshouse, 2 India Street, Boston, Massachusetts 02109.

Notification procedure: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Record source categories: Same as Notification above.

Systems exempted from certain provisions of the act: Same as Notification above.

Treasury/Customs 00.177

System name: Patrol Officer Activity Listing—Treasury/Customs.

System location: Regional Patrol Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Mass. 02110.

Categories of individuals covered by the system: Employees of the Regional Patrol Division, Boston, Massachusetts.

Categories of records in the system: Ledger listing of arrests, seizures and other job-related activities.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used as an administrative tool to keep track of the activities performed by each patrol officer;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Ledger.

Retrievability: Alphabetical by name.

Safeguards: Locked file.

Retention and disposal: Individual record retained while employee is assigned to the Regional Patrol Division. Upon separation of employee, individual record is destroyed.

System manager(s) and address: Director, Regional Patrol Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is obtained from reports prepared by the Patrol Officers.

Treasury/Customs 00.178

System name: Payroll Administration/Problems—Treasury/Customs.

System location: Personnel Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Any individual employed by Region I who has a payroll problem.

Categories of records in the system: Name, social security number, office location, type of problem and background.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored in locked cabinet.

Retrievability: By District and name.

Safeguards: Records are accessible to employees of Personnel Management Division whose duties require them to use these records. In addition to being stored in a locked cabinet, the area in which the records are located is locked during non-working hours and the building is guarded by uniformed security police.

Retention and disposal: Records are destroyed three months after resolution of the problem.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is supplied by the employee who has the problem.

Treasury/Customs 00.180

System name: Payroll Record of Employees Not Covered By The Automated System—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Records of various types of earnings and taxes withheld from employees who are not covered by the automated payroll system.

Categories of records in the system: Recorded detail of earnings and taxes.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) The system is used as a record for reporting and paying payroll taxes;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is placed in a file folder maintained in an unlocked file cabinet located within the Payment Section work area.

Retrievability: Each file is identified by the name of the individual.

Safeguards: The file is located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: The files are retained for two years on the premises and then sent to the Federal Records Center where they are retained for three years and then destroyed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in the system originates from the individual's preparation of his travel voucher and compensation forms.

Treasury/Customs 00.182

System name: Penalty Case File—Treasury/Customs.

System location: Office of Regional Commissioner of Customs, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Individuals who have submitted supplemental petitions in relation to penalties, claims for liquidated damages or forfeitures of property which are being processed by the U.S. Customs Service, Region I and which have been referred to the Regional Commissioner of Customs, Region I.

Categories of records in the system: (a) Reports relative to the circumstances of an alleged violation (including any Customs forms or documents relating to the incident, agents' investigative reports, seizure reports); (b) Reports relative to an individual's economic interest in a penalty case; (c) Investigative reports relative to claims made in petitions for relief; (d) Recommendations made by other Government agencies that have an interest in the case.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by name of alleged violator.

Safeguards: Open case files maintained in file cabinets with access by Regional Counsel and his staff only; closed case files maintained in locked file cabinet with keys retained by Regional Counsel and his staff only.

Retention and disposal: Retained indefinitely or until there is no longer any space available within metal cabinets, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Commissioner of Customs, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Contesting record procedures: See Exemption below.

Record source categories: The information contained in these files is received from U.S. Customs employees, reports of investigation, petitions for relief, other Government agencies with an interest in the case and members of the general public who have pertinent information.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a(j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.183

System name: Personal Search (Negative)—Treasury/ Customs.

System location: All ports, Region IX, Chicago, Illinois.

Categories of individuals covered by the system: All individuals subject to U.S. Customs inspection.

Categories of records in the system: Records contain date, time and place of search in addition to reason for and result of search, names of Customs officers conducting and authorizing search, name and address and date of birth of parties searched.

Authority for maintenance of the system: 19 U.S.C. 482; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552);

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are located in Port Office.

Retrievability: Records kept in alphabetical order.

Safeguards: The cabinet described above is maintained within the area assigned in the Customs office. During non-working hours the room and/or building in which the cabinet is located is locked.

Retention and disposal: Files are retained in Port Office for five years after which they are destroyed.

System manager(s) and address: District Directors/Port Directors as applicable, in Region IX, Chicago, Illinois.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Form is prepared by Customs offices performing the personal search and is the sole source of information.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.184

System name: Personal Search N.Y. District (Negative results)—Treasury/Customs.

System location: District Director, U.S. Customhouse, 127 North Water Street, Ogdensburg, NY 13699.

Categories of individuals covered by the system: Any person who an inspector at any port or station in the district has deemed should be searched because of his appearance, associations, or other valid reason.

Categories of records in the system: Name, address, date of birth, social security number, place of birth, occupation, driver's license number, and other identification number.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Means of determining number of personal searches being performed (to see authority is not abused). Establishes a record in case of complaint; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (d) In the event that this system of records includes information which indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature and whether arising by general statute or particular program statute or by regulation, rule, or order issued pursuant thereto the relevant records in the system of records may be referred, as a routine use, to the appropriate agency whether Federal,

state, local, or foreign charged with the responsibility of investigating or prosecuting the statute or rule, regulation, or order issued pursuant thereto; (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee; the issuance of a security clearance; the letting of a contract; or the issuance of a license, grant, or other benefit; (f) A record from this system of records may be disclosed to a Federal agency in response to its request in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation of an employee; the letting of a contract; or the issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: In file jackets in steel file cabinet.

Retrievability: By name.

Safeguards: Available to the District Director and authorized personnel of his staff only.

Retention and disposal: Retained for five years then destroyed by burning or shredding.

System manager(s) and address: District Director, U.S. Customhouse, 127 North Water Street, Ogdensburg, N.Y. 13699.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: From inspectors throughout the district.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justifiication for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.185

System name: Personal Search—Negative (District Director—Mobile, Alabama)—Treasury/Customs.

System location: District Director of Customs, Room 218, International Trade Center, 250 North Water Street, Mobile, Alabama 36602.

Categories of individuals covered by the system: Individuals who have been subjected to search by Customs Officers in which no arrest or seizure is made.

Categories of records in the system: CF 151-Search/Arrest/Seizure Report: Used to record any occasion when a Customs Officer is involved or participates in a personal search, an arrest, or a seizure of merchandise or contraband articles. CF 5211-Record Log of Fines, Penalties and Forfeitures-Record, by case number, of all CF 151's issued; reflects name and address of person searched, name of searching officer, reason for search, and brief summary of the situation which resulted in the search.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552);

For additonal routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders.

Retrievability: Violator name and/or penalty case number.

Safeguards: In file cabinets in secure office area which is locked when not occupied, in building with 24-hour guard service.

Retention and disposal: Maintained with penalty case files for five years and after clearance by Security and Audit, shredded on site. CF 5211-(Record Group 217) Retained for 10 yrs. and 3 months and destroyed by shredding after clearance by Security and Audit.

System manager(s) and address: District Director of Customs, P.O. Box 2748, Mobile, Alabama 36601.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Individual involved. Arrest and violation records from Federal, state and local police. Customs Officers. TECS Query and NCIC Query—These systems provide data by name, license numbers and other numerical identifiers on prior records of violations.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.186

System name: Personal Search—Negative (District Patrol—New Orleans, La. and Mobile, Al.)—Treasury/Customs.

System location: Office of the Director, District Patrol, 600 South Street, New Orleans, Louisiana 70130; Director, District Patrol Division, Room 213, International Trade Center, 250 International Trade Center, 250 N. Water Street, Mobile, Al. 36602.

Categories of individuals covered by the system: Individuals indicating unlawful or suspicious activity that might result in a Customs violation.

Categories of records in the system: Name, address, phone number, place of business, physical description, associates, vessel, automobile, or aircraft identified with, make, year, license number and registration of vehicles, area of activity, method of operation and other relevant and necessary information on individuals suspected of activity contrary to law.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statue or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employeee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter;

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in standard Customs file folders in locked metal cabinets.

Retrievability: System indexed by identifying file number and manually retrieved.

Safeguards: File maintained in locked metal file cabinet, the keys of which are controlled by the custodian of the files. Those department-

al officials who may occasionally be granted access, consistant with their positions, have been cleared by a full field background investigation and granted appropriate security clearance for critical sensitive positions. During non-working hours, the room housing the metal cabinets is locked.

Retention and disposal: Negative Search Reports are destroyed after a five year period. Method of disposal is shredding.

System manager(s) and address: Director, District Patrol Division, 600 South Street, New Orleans, Louisiana 70130.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this sytem originates with, and consists soely of, information supplied by the individual being searched and the patrol officer doing the search.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.187

System name: Personal Search File—Treasury/Customs.

System location: U.S. Customs Service, Honolulu International Airport, Honolulu, Hawaii 96819.

Categories of individuals covered by the system: Passengers, arriving from foreign countries, the Customs Service found necessary to search.

Categories of records in the system: Name, address, date, time, date of bith, region, port, race, sex, carrier, (airline and flight number), description, passport number, birth place, social security number, marital status, citizenship, reasons for search, searching officer, witness, result of search, search authorized by, and extent or type of search.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) All three forms used in this system are kept so as to have a clear and concise record of all searches conducted by the U.S. Customs Service; (b) The files are used to answer all inquiries into any aspect of any personal searches conducted at this station; (c) The current CF 151 file is used as the primary input document for the Customs Law Enforcement Activity Reporting (CLEAR) system which provides, in turn, accurate and timely statistical reporting; (d) Disclosure to officers and employees of the Customs Service and the Department of the Treasury who have a need for records in the performance of their duties; (e) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on Region Form VIII-RC-51-BNF, CF 43, CF 151. These forms are found in binders on the reference shelves in the Customs office.

Retrievability: Each form is identified by name and is filed alphabetically. The files are further broken down by form number and calendar year.

Safeguards: The files are located in the Customs office. This office is manned 24 hours a day, 7 days a week by Customs personnel.

Retention and disposal: Active file forms are kept for five years. After five years the files are destroyed.

System manager(s) and address: District Director of Customs, U.S. Customs Service, Honolulu, Hawaii 96819.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files originates from personal searches conducted on passengers arriving from foreign destinations.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in Federal Register.

Treasury/Customs 00.188

System name: Personel Search Report—Treasury/Customs.

System location: Ports of enry, —Nogales, Arizona District.

Categories of individuals covered by the system: Persons on whom personnel searches are performed at the various ports of entry.

Categories of records in the system: Customs Form 151 containing personal information on individual searched and reasons for search.

Authority for maintenance of the system: 19 U.S.C. 1467, 5 U.S.C. 301; Treasury Department, Order No. 165 Revised as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Retained as record to answer inquires into any aspects of personal searches conducted by the Customs Service. Disclosed to Treasury Department Personnel as necessary for performance of duties. Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each CF 151 covering personal searches is maintained in alphabetical order at the various ports of entry.

Retrievability: By name of person searched.

Safeguards: Records are retained in file cabinets (lockable) and buildings are locked during other than office hours.

Retention and disposal: Records are retained for 5 years and destroyed by burning.

System manager(s) and address: Port Directors at the various ports of entry in the Nogales, Arizona District.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information contained herein originates with the Inspector and contains personal information obtained from the individual searched and reasons for performing the search.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.189

System name: Personnel Action Records System—Treasury/Customs.

System location: Office of the Regional Counsel, U.S. Customs Service, Region IX, 55 E. Monroe Street, Room 1417, Chicago, Illinois 60603.

Categories of individuals covered by the system: Persons employed by the Treasury Department, Customs Service who either initiate a grievance, discrimination complaint, an unfair labor practice complaint against the U.S. Customs Service and officer or employee therof, or have a disciplinary or other adverse action initiated against him or her by the U.S. Customs Serivce in Region IX.

Categories of records in the system: The Personnel Action Records System contains information regarding employment history, i.e. basic personnel data, age, birth, marital status, address, phone number, general health, details of the incident leading to the grievance, discrimination complaint, disciplinary action, adverse action, or unfair labor practice complaint.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Personnel Action Records System of the United States Customs Service are as follows: (a) Disclosure to those officers and employees of the Customs Service, the Department of the Treasury, the Civil Service Commission, and the Department of Justice who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential

violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Information contained in these files is routinely used by the attorneys in the Regional Counsel's office in determining and resolving legal issues related to the personnel action involved, in preparing for, and representing management in, administrative hearings and administrative appeals, and providing information and assistance to U.S. Attorneys and the Department of Justice in litigation. Potential litigation or litigation will require disclosure of the information to the Department of Justice, and this information is often channeled through the Department of the Treasury.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in a file folder which is filed in a lockable drawer within a metal filing cabinet container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who initiated the action against the Customs Service, or against whom it was initiated. In addition, each case file is similarly identified on the file folder with the alphabetical name on the file which is placed and located within the metal container.

Safeguards: The metal filing drawer containing the files described above is maintained within the area assigned to the office of the Regional Counsel, Region IX at 55 E. Monroe Street, Chicago, Illinois. During non-working hours, the room in which the metal filing drawer is located is locked, the file container itself is locked, and access to the building is controlled at all times by uniformed guards with a check-in system for employees. Only employees of the Regional Counsel's office and authorized building personnel have keys to the building.

Retention and disposal: These files are retained indefinitely or until there is no longer space available for them within the metal filing cabinet at which time the oldest files are transferred to the storage area within the confines of the office. The storage area is a large area containing cardboard boxes and metal storage cabinets which are not able to be locked. Files which are closed and not retained for precedent purposes are retired to the Federal Records Center, General Service Administration, 7358 S. Pulaski, Chicago, Illinois 60602 in accordance with the U.S. Customs Service Record Disposal Manual.

System manager(s) and address: Regional Counsel of Customs, Room 1417, United States Customs Service, 55 E. Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the initiation of any personnel action either by or against an employee. The information submitted by the employee is in the file as will be the information submitted by the employer if the action is initiated by the employer. Further information in this file is derived from both employee and employer information of an investigation made by the Office of Internal Affairs, investigation reports by the Office of Investigations, memoranda from the Civil Service Commission and possibly other agencies having employed the individual. Information could also be obtained form Customs employees, former Customs employees, private parties, corporations, confidential informers, credit bureaus, foreign countries or officials thereof, foreign citizens and any other source with information pertinent to the Personnel Action.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.190

System name: Personnel Case File—Treasury/Customs.

System location: Office of the Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Current or former Customs Service employees against whom disciplinary action has been proposed or taken, who have filed grievances, and who have filed complaints under the Equal Opportunity (EO) Program, in most cases where administrative proceedings have been instituted.

Categories of records in the system: Reports of investigation into alleged employee misconduct, internal Customs Service memoranda recommending displinary action, documents relating to the institution or conduct of disciplinary proceedings, documents relating to the filing and administrative disposition of formal and informal grievances and documents relating to the filing and administrative disposition of EO complaints.

Authority for maintenance of the system: Title 5, United States Code; Title 5, Code of Federal Regulations; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include evaluating proposed disciplinary actions, grievances and EO complaints, recommending action to be taken in such cases, preparing necessary decisional documents in such cases, preparing proposed charges where appropriate, preparing for administrative hearings held in regard to these matters and making the records a part of the record at such hearings; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Disclosure to the Civil Service Commission in connection with administrative hearings and to the Department of Justice in connection with court proceedings resulting from appeals from decisions rendered at the administrative level. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted alphabetically in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person, and each case file is similarly identified in alphabetical order within the metal container.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service Building. During nonworking hours, the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Record Center.

System manager(s) and address: Chief Counsel, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files results from investigations into alleged misconduct on the part of Customs Service employees, recommendations from appropriate Customs Service field personnel that disciplinary proceedings be instituted against Customs Service employees, the filing of grievances by Customs Service employees, the filing of EO complaints by Customs Service employees, the statements of Customs Service employees including the employees who are directly affected by the administrative proceedings, and statements or other information provided by private nongovernmental individuals.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements

of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.191

System name: Personnel Case File—Treasury/Customs.

System location: Regional Counsel of Customs, 6 World Trade Center, New York, N.Y 10048.

Categories of individuals covered by the system: Current or former Customs Service employees against whom disciplinary action has been proposed or taken, who have filed grievances, and who have filed complaints under the Equal Opportunity (EO) Program, in most cases where administrative proceedings have been instituted.

Categories of records in the system: Reports of investigation into alleged employee misconduct, internal Customs Service memoranda recommending disciplinary action, documents relating to the institution or conduct of disciplinary proceedings, documents relating to the filing and administrative disposition of formal and informal grievances and documents relating to the filing and administrative disposition of EO complaints.

Authority for maintenance of the system: Title 5, United States Code; Title 5, Code of Federal Regulations; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) The information contained in this file is used administratively to evaluate proposed disciplinary actions, grievances and EO complaints, to recommend action to be taken in such cases, to prepare necessary decisional documents in such cases, and to prepare proposed charges where appropriate. The information contained in this file is used to prepare for administrative hearings held in regard to these matters and is routinely made a part of the record at such hearings. Information contained in this file is also made available to the Civil Service Commission in connection with such hearings and may be made available to the Department of Justice in connection with court proceedings resulting from appeals from decisions rendered at the administrative level; (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Inforamtion Act (5 U.S.C. 552);

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted alphabetically in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person, and each case file is similarly identified in alphabetical order within the metal container.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service Building. During non-working hours, the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel of Customs, New York, N.Y. 10048.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files results from investigations into alleged misconduct on the part of Customs Service employees, recommendations from appropriate Customs Service field personnel that disciplinary proceedings be instituted against Customs Service employees, the filing of grievances by Customs Service employees, the filing of EO complaints by Customs Service employees, the statements of Customs Service employees including the employees who are directly affected by the administrative proceedings, and statements or other information provided by private non-governmental individuals.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.192

System name: Personnel Case Files (Region VIII)—Treasury/Customs.

System location: Office of the Regional Counsel, 211 Main Street, San Francisco, Calif. 94105.

Categories of individuals covered by the system: Current or former Customs Service employees against whom disciplinary action has been proposed or taken, who have filed grievances, and who have filed complaints under the Equal Opportunity (EO) Program, in most cases where administrative proceedings have been instituted.

Categories of records in the system: Reports of investigation into alleged employee misconduct, internal Customs Service memoranda recommending disciplinary action, documents relating to the institution or conduct of disciplinary proceedings, documents relating to the filing and administrative disposition of formal and informal grievances and documents relating to the filing and administrative disposition of EO complaints.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended; Reorganization Plan No. 1 of 1965. Title 5, United States Code; Title 5, Code of Federal Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) The information contained in this file is used administratively to evaluate proposed disciplinary actions, grievances and EO complaints, to recommend action to be taken in such cases, and to prepare necessary decisional documents in such cases, and to prepare proposed charges where appropriate. The information contained in this file is used to prepare for administrative hearings held in regard to these matters and is routinely made a part of the record at such hearings. Information contained in this file is also made available to the Civil Service Commission in connection with such hearings and may be made available to the Department of Justice in connection with court proceedings resulting from appeals from decisions rendered at the administrative level.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted alphabetically in an unlocked drawer within a metal file cabinet.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person, and each case file is similarly identified in alphabetical order within the metal file cabinet.

Safeguards: The metal file cabinet described above is maintained within the area assigned to the Office of the Regional Counsel within the Federal Building. During non-working hours, the metal file cabinet and the room in which the metal file cabinet is located are locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal file cabinet, at which time the oldest files may be transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, 211 Main Street, San Francisco, Calif. 94105.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files results from investigations into alleged misconduct on the part of Customs Service employees, recommendations from appropriate Customs Service field personnel that disciplinary proceedings be instituted against Customs Service employees, the filing of grievances by Customs Service employees, the filing of EO complaints by Customs Service employees, the statements of Customs Service employees including the employees who are directly affected by the administrative proceedings, and statements or other information provided by private non-governmental individuals.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements

of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.193

System name: Operating Personnel Folder Files—Treasury/Customs.

System location: Files are located in Headquarters, Regional, District, Port and other post of duty offices throughout the Customs Service depending upon post of duty of employee. See Customs Appendix A.

Categories of individuals covered by the system: Customs employees, present.

Categories of records in the system: In addition to the appropriate Personnel offices, records are also maintained by district, port, or other post of duty management on personnel matters such as, but not limited to name, Social Security number, awards, letters of appreciation, promotions, step increases, memoranda, forms and materials related to hiring, address, pay, transfer and separation, service time, salary, phone, education, society memberships, publications, skills, chronological work history, position descriptions, reports of discussions held with employee regarding performance, copies of letters written to employee concerning performance, overtime hours, senority status, leave, overtime earnings, productivity, locator card information, and related employment records.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552);(c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regultion, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) For supervisors and appropriate managers in making job-related determinations about employees(g) For employment and salary verification upon request from public.

For additonal routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders, and/or on index cards, and/or ledgers.

Retrievability: Records are indexed by name, or social security number.

Safeguards: Records are located in lockable metal file cabinets or in secured rooms with limited access.

Retention and disposal: When the employee leaves the Customs Service through transfer or other separation, the file will immediately be forwarded to the office maintaining the Official Personnel Folder. There it will be screened to insure that it contains no documents that should be permanently filed in the Official Personnel Folder other than exact duplicates of papers already so filed. The file and its contents will then be destroyed.

System manager(s) and address: Director, Personnel Management Division in each Region or Headquarters, or managerial official in appropriate posts of duty of employee. See Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information in this system of records comes from employee, from personnel actions as noted in official personnel folders, and from supervisor.

Treasury/Customs 00.194

System name: Personnel/Payroll System—Treasury/Customs.

System location: Located in Personnel and Financial Management Divisions of each region and headquarters. Computerized through a Servicing Data Processing Center. See Customs Appendix A.

Categories of individuals covered by the system: All Customs employees, present and former.

Categories of records in the system: These records contain Personnel data maintained primarily in the Official Personnel Folder and Payroll information such as name, social security number, grade, series, step, organizational codes, tax withholding information, bond purchase and issuance, emergency salaries, overtime and holiday pay, optional payroll deductions, other deductions, and all payroll information. Also in this system are records of time and attendance and leave.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision conerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Records are used for payroll processing, reports on payroll information such as Employee Service Record report (IRS Form 3695), Comprehensive Payroll listing (IRS Form 2979), Payroll Journal Detail Listing (IRS Form 3124) and others.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and on mag-tape and computer printout.

Retrievability: Records are indexed by name or social security number.

Safeguards: Records are maintained in locked files, secured rooms, or limited access.

Retention and disposal: Individual records are not in system after separation; Official Personnel Records of separated employees either are sent to new agency or to Records Center. Time and attendance records are maintained three years or until after audit; then destroyed.

System manager(s) and address: Directors, Personnel and Financial Management Division in each region and headquarters.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is obtained from Official Personnel Folders employee management, Time and attendance and leave records.

Treasury/Customs 00.196

System name: Preclearance Costs—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region 1, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: All Customs Inspectors and Foreign Service employees of Region I, Boston who are stationed at Toronto and Montreal Canada.

Categories of records in the system: Salaries, living allowances and benefits paid to employees who are stationed at Toronto and Montreal, Canada.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) The system is used by the Budget Section of the Financial Management Office to accumulate costs which are used for the preparation of quarterly reporting to Headquarters. These costs are used by Headquarters as the basis of assessment of charges to airline carriers for the use of Customs facilities outside of the United States.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in a file folder within two metal file cabinets in the work area of the Budget Section.

Retrievability: The file is identified as the "Pre-clearance Record" which contains the names of all employees listed in alphabetical order with corresponding costs associated with each employee.

Safeguards: The file is located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: The files are kept for 3 years and then destroyed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in the system is obtained from the Bi-weekly Comprehensive Payroll Listing, Treasury Form 2979, supplied by the Payroll Data Center.

Treasury/Customs 00.197

System name: Private Aircraft/Vessel Inspection Reporting System—Treasury/Customs.

System location: Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Names of pilots and vessel masters arriving in the United States.

Categories of records in the system: Names and personal identifiers of pilots, vessel masters, and owners of vessels with appropriate registration and/or documentation numbers and characteristics, and arrival dates at port of entry.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Used by Customs Officers for documenting the arrival of aircraft or vessels from foreign countries and in the enforcing of Customs and related laws; (b) Used for Customs management functions such as measuring workload of Customs officers performing aircraft or vessel inspections; (c) Used as an intelligence gathering source; (d) Used by Department of Justice in prosecuting court cases; (e) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (f) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic disc and tape storage; microfiche.

Retrievability: By individual name, private aircraft/vessel registration number; vessel name.

Safeguards: All inquiries are made by officers with full field background investigation on a "need to know" basis only. Procedural and physical safeguards are utilized such as accountability and receipt records, guards patrolling the area, restricted access and alarm protection systems, special communications security, etc.

Retention and disposal: Indefinite, then destroyed. (Minimum of five years for aircraft arrival reports.)

System manager(s) and address: Assistant Commissioner, Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Proposed Customs Form 178 (Private Aircraft Inspection Report) which will be prepared by Customs officers, unnumbered forms prepared by vessel masters or owners who report their arrival to a United States port of entry, and other Federal agencies.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a(k)(z) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.199

System name: Property Assigned to Employee—Treasury/Customs.

System location: District Director's Office, Entry Control Section, U.S. Customs Service, 228 Federal Bldg., 335 Merchant Street, Honolulu, Hawaii 96813.

Categories of individuals covered by the system: Customs employees.

Categories of records in the system: Individual assignment of Customs badges, listing name, Social Security number and duty phone. Signed by Custodian and Property Officer.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Local Property Officer to determine individual badge assignments.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Kept in alphabetical order in an unlocked filing cabinet in the Entry Control Section.

Retrievability: By name.

Safeguards: The office where the records are located is locked during non-working hours and access to the building is controlled at all times by uniformed guards.

Retention and disposal: The records are maintained for the duration of the property assignment. Outdated records are destroyed after 3 years.

System manager(s) and address: Local Property Officer, Room 228, federal Building, Entry Control Section. See location above.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is provided by the property officer and the person to whom the property is assigned.

Treasury/Customs 00.200

System name: Property File—Treasury/Customs.

System location: Logistics Management Division, Region IV, U.S. Customs Service, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: Any Customs employee who is designated as the official custodian of a serially numbered badge, weapon, or transportation request forms.

Categories of records in the system: Name, geographical location and number of item assigned.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used administratively by Customs Service employees to record names of individuals designated as custodians of accountable property.

For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is stored, in printout form, in files organized by District. The file folders are stored in an unlocked drawer in a metal file cabinet.

Retrievability: Each folder is filed by District.

Safeguards: The files are stored in a metal cabinet located within an office that is locked during non-working hours.

Retention and disposal: Records have been retained since the inception of the system, three years. No policy exists for disposal.

System manager(s) and address: Director, Logistics Management Division, U.S. Customs Service, Region IV, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The source document for this record is the Customs form 35.

Treasury/Customs 00.201

System name: Property File—Non-Expendable-Treasury/Customs.

System location: Offices of District Directors, Region IX, Chicago, Illinois (see Customs Appendix A).

Categories of individuals covered by the system: Employees issued non-expendable property.

Categories of records in the system: Receipts for badges, cap insignias, bonded warehouse keys, identification cards, Government driver's licenses, firearms and other non-expendable property.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Locked file cabinet in the offices of the District Directors in Region IX, Chicago, Illinois.

Retrievability: Folders identified by individual's name.

Safeguards: The file described is maintained in the offices of the District Directors in Region IX, Chicago, Illinois. During non-working hours the room/building in which the file is located is locked. Access limited to authorized Customs personnel.

Retention and disposal: Until employee separates/transfers. Transfer to National Personnel Records Center (NPRC), (CPR), St. Louis, Missouri, 30 days after employee is separated.

System manager(s) and address: District Directors in Region IX, Chicago, Illinois.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system consists of receipts of employees receiving non-expendable property.

Treasury/Customs 00.203

System name: Receipt for Property Assigned—Treasury/Customs.

System location: Federal Building, Room 198, 511 N.W. Broadway, Portland, Oregon 97209.

Categories of individuals covered by the system: Employees of Portland District to whom property has been assigned.

Categories of records in the system: Name, address, Social Security number, and listing of articles assigned.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To make accountable those employees to whom property has been assigned.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in wooden index card file on desk of property clerk.

Retrievability: Cards are filed alphabetically by name of individual.

Safeguards: The office and building are locked during non-working hours.

Retention and disposal: Retained 2 years after transfer or separation, then destroyed.

System manager(s) and address: District Director, Federal Building, Room 198, 511 N.W. Broadway, Portland, Oregon 97209.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Cards filled out by property clerk when property is issued.

Treasury/Customs 00.204

System name: Receipt for Property Assignment—Treasury/Customs.

System location: Office of District Director, Administrative Officer, U.S. Customs Service, 555 Battery Street, Room 318, San Francisco, California 94126.

Categories of individuals covered by the system: Employees of Customs to whom Government property is issued—such as badges, cap insignia, guns, etc.

Categories of records in the system: Name, home address, District number, Port, social security number, signature of person receiving property, phone number, date.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the

performance of their duties. (b) Used administratively to account and control Government property issued to Customs employees.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on Customs Form 35. These forms are kept in a metal Index File Box.

Retrievability: Each receipt is filed by the name of the employee to which property has been assigned.

Safeguards: The metal Index File Box is stored in an office under constant supervision during regular working hours, and the office is locked during other than regular working hours.

Retention and disposal: These records forms are retained until the property is surrendered and/or the employee leaves Customs.

System manager(s) and address: Administrative Officer, U.S. Customs Service, 555 Battery Street, Room 318, San Francisco, California 94126.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with and consists of information developed when property is given to employees.

Treasury/Customs 00.205

System name: Reclassification Requests—Treasury/Customs.

System location: Located in the Position Classification and Management Branch, Personnel Management Division, 500 Dallas St., Houston, Texas 77002.

Categories of individuals covered by the system: Any employee whose position is to be reviewed and/or evaluated for possible reclassification.

Categories of records in the system: All correspondence prepared by, or directed to, the employee, supervisor or manager, and classification staff.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Maintained as a ready reference file for any inquiry related to the case and for historical purposes. See Appendix AA. (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, or local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto. (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (f) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Requests are maintained in a file folder and retained in a metal file cabinet.

Retrievability: By employee name.

Safeguards: A metal container is maintained within the area assigned to Personnel Management in the One Allen Center Building. During non-working hours, the room in which the metal container is kept is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: When reviews are made and a classification decision is reached, the case is considered closed and all related papers are disposed of in accordance with Records Disposition Schedule (3 years).

System manager(s) and address: Director, Personnel Management Division, 500 Dallas St., Houston, Texas 77002.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information to pursue requests for reclassification are obtained from concerned employees, supervisors, and knowledgeable managerial officials. Other information is obtained from appropriate Civil Service classification publications.

Treasury/Customs 00.206

System name: Regulatory Audits of Customhouse Brokers—Treasury/Customs.

System location: Division of Regulatory Audit, United States Customs Service Headquarters, 1301 Constitution Avenue, NW., Washington, D.C. 20229, and at each of the nine regional offices of Regulatory Audit (see Customs Appendix A for addresses).

Categories of individuals covered by the system: Persons licensed to conduct customhouse brokerage business pursuant to 19 U.S.C. 1641.

Categories of records in the system: Audit reports of customhouse broker accounts and records; correspondence regarding such reports; Congressional inquiries concerning customhouse broker and disposition made of such inquiries; names of officers of customhouse brokerage firms, license numbers and dates issued and district covered.

Authority for maintenance of the system: 19 U.S.C. 1641; 19 CFR Part III. 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552). (c) The information may be furnished to other government agencies which may have an interest in the broker. (d) Copies of broker audit reports will be retained in the office that performed the audit and at the headquarter's office. These reports will serve as a permanent file providing such essential information as the names and broker license number of company officers and other licensed employees. The reports will create a historical record of broker performance. The headquarter's file will also provide a means of evaluating the effectiveness of audits conducted by the regional audit staffs.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each customhouse broker file is inserted in alphabetical order by name of the firm in one of nine regional file folders which are filed in an unlocked drawer within a metal file cabinet. Duplicate copies are maintained at Customs Service Headquarters.

Retrievability: Each broker file is identified on alphabetical file locator cards which contain the name and address of the broker, the region and district in which he operates, and the number of the file drawer. In addition each regional office maintains their own alphabetical file, containing the above information, for broker activities within their region.

Safeguards: The files described above are maintained within the area assigned to the Regulatory Audit Division within the Customs Service Building. During non-working hours, the room in which the files are located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Customhouse broker files are retained indefinitely, or until there is no longer any space available for them at which time the oldest files are destroyed by burning or shredding.

System manager(s) and address: Director, Regulatory Audit Division, United States Customs Service Headquarters, 1301 Constitution Avenue, NW., Washington, D.C. 20229. Regional Director, Regulatory Audit Division at each of the nine regional offices (see Customs Appendix A for addresses).

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates from audits conducted by the regional Regulatory Audit staff, of customhouse brokers' businesses. The audits may be supplemented with information furnished by the Office of the Chief Counsel, Office of Investigations, and the Office of Regulations and Rulings. These audits include examinations of brokers business records, including all financial books of accounts, check books, and financial statements. In the event that the broker is engaged in various business enterprises such as freight forwarding and insurance, and these financial records are commingled with those financial records relating to the brokerage business, it would be necessary to examine the other business records to complete the audit.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.207

System name: Reimbursable Assignment System—Treasury/Customs.

System location: U.S. Customs Service Data Center, William Building, 7923 Eastern Avenue, Silver Spring, Maryland 20910.

Categories of individuals covered by the system: Customs Service employees who perform reimbursable services and parties in interest for whom reimbursable services are performed.

Categories of records in the system: Name, address, social security number or importer of record number assigned by the Customs Service, listings of reimbursable overtime assignments of Customs employees, bills and refund checks issued to parties in interest, travel expenses incurred by Customs employees in connection with the reimbursable services.

Authority for maintenance of the system: 19 U.S.C. 261, 267, and 1451; 19 CFR 24.16 and 24.17; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties which may include monitoring reimbursable assignments, editing items of information that have been rejected because of erroneous coding, and equalizing Customs overtime assignments at ports of entry. (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) Disclosure to the Bureau of the Mint at San Francisco, California, for the purpose of including overtime earnings in salary checks issued to Customs Service employees who performed reimbursable services.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained in a computerized system utilizing magnetic tape storage techniques.

Retrievability: The information in this system is retrieved by the individual's social security number or by the individual's importer of record number.

Safeguards: Procedural and physical safeguards are utilized such as accountability and receipt access, guards patrolling the area, restricted access and alarm systems.

Retention and disposal: The records in this system are retained for an indefinite period of time. There are no established procedures for disposal of the subject records.

System manager(s) and address: Director, Accounting Division, U.S. Customs Service Headquarters, 1301 Constitution Ave, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with the receipt of a request, for reimbursable services from the party in interest. In addition, information in this system is derived from Customs Form 5106 (Notification of Importer's Number/Application for Importer's Number) which is filed with the Customs Service by the importer, and from Customs Form 6082 (Work Ticket) which is filed by the Customs Inspector who performed the reimbursable services.

Treasury/Customs 00.208

System name: Restoration of Forfeited Annual Leave Cases—Treasury/Customs.

System location: Located in the Personnel Management Division of each region and Headquarters according to list in CustomsAppendix A.

Categories of individuals covered by the system: Employees of the U.S. Customs Service who have applied for restoration of forfeited annual leave.

Categories of records in the system: Employee applications for restoration of leave. Management decisions on employee applications for restoration of leave. Applicable regulations.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (f) Certain employees of the Personnel Management Division and supervisors. Justification of action, respond to inquiries, post-audit of action, statistics, reports to Treasury and Civil Service Commission.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored in manila folders.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in locked files.

Retention and disposal: Records are retained idefinitely or until Treasury issues instructions.

System manager(s) and address: Director, Personnel Management Division, in each region and Headquarters.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Evidential materials supporting employee applications for restoration of forfeited annual leave. Evidential materials supporting management decisions.

Treasury/Customs 00.209

System name: Resumes of Professional Artists—Treasury/Customs.

System location: Area Director, N.Y. Seaport Area, 6 World Trade Center, New York, N.Y. 10048.

Categories of individuals covered by the system: Professional Artists.

Categories of records in the system: Artist's name and professional art background.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) To classify imported works of art.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Alphabetical listing.

Safeguards: Filing cabinet, office locked at end of day.

Retention and disposal: Permanent.

System manager(s) and address: Area Director N.Y. Seaport Area, 6 World Trade Center, New York, N.Y. 10048.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Resume information provided by artist.

Treasury/Customs 00.210

System name: Revocation of I.D. Privileges and "Cash Basis Only" for Reimbursable Services List—Treasury/Customs.

System location: Financial Management Division—Districts and Ports, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: Corporate and Individual Brokers, Importers, Carriers, and Private Individuals.

Categories of records in the system: Corporations and individuals in financial difficulty.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) This is a monthly list originated in the Region informing all Districts and Ports of debtors for which no credit may be extended.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in an unlocked drawer within a metal file cabinet.

Retrievability: Alpha File in Manila Folder by Month.

Safeguards: The metal container described above is maintained within the area assigned to the Financial Management Division within the Customs Service Building. During non-working hours the room in which the metal container is located is locked.

Retention and disposal: These files are retained as prescribed by GAD Regulations or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Director of Financial Management, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Generated in house by Accounting Personnel from delinquent bill listings and open file of outstanding bills. Additionally, feedback from Districts and Ports on bankrupt firms and from Regulatory Audit Division on firms in Financial difficulty or under investigation.

Treasury/Customs 00.211

System name: Sanction List Treasury/Customs.

System location: Regional Commissioner of Customs, Suite 1501, 55 East Monroe Street, Chicago, Illinois 60603.

Categories of individuals covered by the system: Persons who are indebted to the United States Government for bills that are unpaid and past due.

Categories of records in the system: Listing is issued monthly showing individual's name and address plus number and amount of unpaid and past due bills.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each sanction list is stored in a file drawer in an unlocked file cabinet.

Retrievability: Each sanction list is identified by month and year of issuance.

Safeguards: The file cabinet described above is maintained within the area assigned in the Customs Office. During non-working hours the room and/or building in which the file cabinet is located is locked.

Retention and disposal: Retained in Customs Office for minimum of one year. Disposal in accordance with Records Control Manual.

System manager(s) and address: Regional Commissioner of Customs, Suite 1501, 55 East Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this listing is secured from CF 6084 and 6084A, Miscellaneous Bill Form issued to each individual and correspondence files maintained for individuals.

Treasury/Customs 00.212

System name: Search/Arrest/Seizure Report—Treasury/Customs.

System location: Patrol Division Offices of the U.S. Customs Service. See Customs Appendix A.

Categories of individuals covered by the system: Persons who have or may have violated a law of the United States.

Categories of records in the system: Name, alias, date of birth, age, personal data, addresses, home and business telephone numbers, occupation, background information, associations, license number and registration number of vehicle, vessel and/or aircraft, mode of entry of individual or contraband, fingerprints, pictures, declaration forms, cash receipts, receipt for seized goods, all other forms pertinent to the case, such as Notice to Master, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their official duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used as an aid to law enforcement and to identify persons suspected of violating the law; (d) Cases are referred to Investigative Branch since same are evident of violations of law; (e) Since this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case is placed in a folder which is filed in a numerical order according to the assigned case file number. These files are kept in a locked metal cabinet.

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Retrievability: The above-mentioned case file numbers are cross-indexed by name to such numbers, and cards are filed alphabetically within a metal file box.

Safeguards: The metal file cabinet and the metal file box are located within an office that is locked during non-working hours. The building is guarded by uniformed customs guards, and only authorized persons are permitted in the building.

Retention and disposal: These cases are retained for a period of three years after which they are destroyed together with related index cards.

System manager(s) and address: Director, District Patrol Division. See Customs Appendix A.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.214

System name: Seizure File—Treasury/Customs.

System location: Patrol Division, U.S. Customs Service, 6 World Trade Center, New York, N.Y. 10048.

Categories of individuals covered by the system: Ships Masters, Ships Crew Members, Longshoremen, Vessels, Private Aircraft, Private Vessels, Individuals from whom seizures have been made, or upon whom Memoranda of information have been received.

Categories of records in the system: Memoranda of Information Received, which are reports from law enforcement agencies of suspects or arrests. Reports of Seizures by Customs, other information indicating violators or suspected violators.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Reference file for identifying violators or suspected violators.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manila files within metal file cabinets.

Retrievability: Alphabetical; for aircraft or car by number; by seizure number; by name of individual.

Safeguards: Room has a 24-hour guard and is locked.

Retention and disposal: Seizure files are maintained for three years after final disposition. Memoranda of information received: not determined how long they will be retained at present.

System manager(s) and address: Director, Patrol Division, U.S. Customs Service, 6 World Trade Center, New York, N.Y. 10048.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.215

System name: Seizure Report File—Treasury/Customs.

System location: U.S. Customs Mail Facility, 1675—7th Street, Oakland, California 94615.

Categories of individuals covered by the system: Individuals to whom prohibited merchandise is addressed.

Categories of records in the system: Name, address, property description, estimated foreign value, duty, domestic value, circumstances of seizure, sender, section of law violated, delivery to San Francisco seizure clerk.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used administratively by the Mail Facility to record seizures and their disposal.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on Customs Form 5955 Seizure Reports, Customs Form 6043—Delivery Ticket, and Customs Form 151—Search/Arrest/Seizure Report. These forms are placed within file folders which are located in a metal file cabinet.

Retrievability: Each Seizure Report and Delivery Ticket (stapled together) are identified by the name of the person to which the seized items are addressed and the names are filed alphabetically by fiscal year.

Safeguards: The file folders are placed within a metal cabinet which is located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted in the building.

Retention and disposal: Last three fiscal years records are kept in a file cabinet in the office. Three fiscal years prior are kept in boxes in the detention area.

System manager(s) and address: Head, Surface Mail Section. See location above.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with and consists of information obtained from mail shipments.

Treasury/Customs 00.217

System name: Set Off Files—Treasury/Customs.

System location: Financial Management Division, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: Importer of Record, Customhouse Broker, Parties In Interest.

Categories of records in the system: Name, address, identification number, copies of refund checks and copies of set off bills.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Document files identifying debtors for whom refunds are withheld and amounts applied against delinquent bills.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in an unlocked drawer within a metal file cabinet.

Retrievability: File folders with individual's name annotated with set off.

Safeguards: The metal container described above is maintained within the area assigned to the Financial Management Division within the Customs Service Building. During non-working hours the room in which the metal container is located is locked.

Retention and disposal: These files are retained as prescribed by GAD Regulations or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Director of Financial Management, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: District Directors, Port Directors, Import Control Officers, External Auditors and Other Customs Employees.

Treasury/Customs 00.219

System name: Skills Inventory Records—Treasury/Customs.

System location: Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Categories of individuals covered by the system: Records are maintained in this system on Customs personnel in grades GS-13 and above.

Categories of records in the system: Data elements to provide a complete skills profile of the employee.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) To identify potential candidates for managerial positions. Used by members of the Evaluation Boards.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on a Customs Form 121 and Magtape.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in locked file and limited access to computer system.

Retention and disposal: Records are maintained until separation of an employee from the Customs Service.

System manager(s) and address: Director, Personnel Management Division, U.S. Customs Service, Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: CF-121 which is prepared by the employee.

Treasury/Customs 00.220

System name: Employee Record (SF-7B)—Treasury/Customs.

System location: Records are located with the immediate supervisor or at the immediate supervisor's operating office. See Customs Appendix A.

Categories of individuals covered by the system: Customs employees.

Categories of records in the system: SF-7B card contains identical information to that contained on SF-7 card; in addition it can have attached or separately-maintained supervisory notes concerning an employee's performance on-the-job, conduct, counseling sessions, training recommended or taken, awards granted, emergency contact information, job assignments, to be used for administration resource purposes in recommending or authorizing discipline, recognition, assignment of performance rating, training, job assignments, leave requests, and/or similar matters.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or other issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Used by supervisors as documentation or by certain Personnel Management Division employees helping supervisors to initiate appropriate commendatory, corrective, or disciplinary action.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored in manila folders or special file cabinets.

Retrievability: Records are indexed by organizational code and name.

Safeguards: Records are stored in lockable metal filing cabinets or in a secured room. Alternative storage facilities may be employed provided they furnish an equivalent or greater degree of physical security.

Retention and disposal: Records are retained while employee is employed, and are destroyed upon separation.

System manager(s) and address: Director, Personnel Management Division, in each Regional Office and in Headquarters. See Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Form SF-50, Employee and employee's supervisors.

Treasury/Customs 00.221

System name: Suspect File—Treasury/Customs.

System location: Patrol Headquarters, 444 Brickell Avenue, Miami, Fla.

Categories of individuals covered by the system: Individuals on whom suspect information is received by Patrol Headquarters.

Categories of records in the system: Memoranda of Information, Lookout Notices, Letters re: suspects, other notices of suspected violations.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used by the employees in the Patrol Division for enforcement purposes; (d) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (f) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored in file cabinets in restricted area of offices.

Retrievability: Records are retrievable by name.

Safeguards: Records are kept in locked buildings when unattended.

Retention and disposal: Records are retained as long as information is pertinent but destroyed immediately after information becomes obsolete.

System manager(s) and address: District Director of Customs, 444 Brickell Avenue, Miami, Fla.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.223

System name: Suspect File—Treasury/Customs.

System location: Office of the Customs Patrol Division, Room 202, U.S. Customhouse, Nogales, Arizona, and at each port: Douglas, San Luis and Lukeville, Arizona.

Categories of individuals covered by the system: Persons in whom Customs is interested from a law enforcement point of view.

Categories of records in the system: Name, address, file reference number, memoranda of information, lookout notices.

Authority for maintenance of the system: Memorandum dated 6/16/74, File ADM-4-01:O:P, from Director of Patrol Division, Headquarters; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide rapid and accurate retrieval of information previously recorded to officers of the U.S. Customs Service who have need of such information in the performance of their official duties.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Unlocked metal card file.

Retrievability: Alphabetical.

Safeguards: Room is locked during non-working hours.

Retention and disposal: Indefinite.

System manager(s) and address: District Director, Nogales, Arizona. (See above.)

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.224

System name: Suspect Persons Index—Treasury/Customs.

System location: U.S. Customs District Officers located at the following addresses: 204 E. 5th Ave., Anchorage, Alaska; 215 1st Ave. No., Great Falls, Montana; 335 Merchant, Honolulu; 511 N.W. Broadway, Portland, Oregon; 555 Battery St., San Francisco, California; First & Marion Sts., Seattle, Washington.

Categories of individuals covered by the system: Persons suspected of violation of Customs Laws.

Categories of records in the system: Name and related file number.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used to aid in law enforcement and to identify persons suspected of violating the law.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in folders and stored in metal file cabinet.

Retrievability: The office and building are locked during non-working hours.

Safeguards: Alphabetical by use of cross index.

Retention and disposal: Records are maintained and disposed of in accordance with Records Disposal Manual.

System manager(s) and address: District Director of Customs. See location above.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.226

System name: Television System—Treasury/Customs.

System location: Office of Port Director, San Ysidro, California.

Categories of individuals covered by the system: Persons involved in incidents related to search and subsequent disturbance while entering the United States from Mexico.

Categories of records in the system: An audio-video cassette recording of persons being escorted into, as well as inside, the business offices of the Customs area of the Port of Entry.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Dept. Order No. 165, Revised, as amended, and the Customs Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Evidence for use in court, record of disturbances and record of actions involving complaints.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Audio-video cassette.

Retrievability: By subject's name, date, and time.

Safeguards: Cassettes are under control of Port Director and released only to the courts when subpoenaed or when requested to be reviewed by subject and his attorney.

Retention and disposal: All cassettes with incident are retained for six months. Those on which some action may be taken are retained for one year or close of the case. Cassettes are reusable. Therefore, wipeout occurs when new recording takes place.

System manager(s) and address: Port Director, San Ysidro, California.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Audio-vidio recording of persons being escorted into the Customs area.

Treasury/Customs 00.227

System name: Temporary Importation Under Bond (TIB) Defaulter Control System—Treasury/Customs.

System location: U.S. Customs Service, Office of Enforcement Support, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Individuals who have been denied T.I.B. privileges because of failure to pay outstanding liquidated damages.

Categories of records in the system: Individual's name, personal identifying numbers and characteristics, address, company and case description, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program

statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigation or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Used by Customs officers to determine whether an individual is eligible for T.I.B. privileges and to collect appropriate liquidated damages owed by an individual. Provides Customs management information such as total outstanding liquidated damages, etc.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: (1) Magnetic disc and tape storage; (2) Hard Copy; (3) Microfiche files.

Retrievability: Indexing is by violator name.

Safeguards: All inquiries are made by officers with full field background investigations on a "need to know" basis only. Procedural and physical safeguards are utilized such as accountability and receipt records, guards patrolling the area, restricted access and alarm protection systems, special communications security, etc.

Retention and disposal: Indefinite, None.

System manager(s) and address: Assistant Commissioner, Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Customs officers completing Customs Form 164 (TECS—TIB Defaulter Control).

Treasury/Customs 00.228

System name: Temporary Importation Violation Record—Treasury/Customs.

System location: Fines, Penalties and Forfeitures Section, Room 102, U.S. Customhouse, Second and Chestnut Streets, Philadelphia, Pennsylvania 19106.

Categories of individuals covered by the system: Persons making importations against Temporary Importation Bonds.

Categories of records in the system: The record reveals the individual's or Customhouse Broker's name, case number assigned and date, amount of penalty incurred, mitigated sum or remission and date closed. The record results in a summary of repetitive violations by any one individual, firm or Customhouse Broker and disciplinary action toward reduction or elimination of violations.

Authority for maintenance of the system: 5 U.S.C. 301: Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Temporary Importation Record Cards are filed alphabetically in an unlocked metal file cabinet.

Retrievability: Each record card is filed alphabetically within the metal cabinet.

Safeguards: The metal cabinet described above is maintained within the area assigned to the Fines, Penalties and Forfeitures Section in Room 102, of the Customhouse, Philadelphia; during non-working hours, access to the building and area of storage is controlled by uniformed guards.

Retention and disposal: Temporary Importation Record Cards are retained at location three years, then destroyed.

System manager(s) and address: District Director of Customs, Room 102, U.S. Customhouse, Second and Chestnut Streets, Philadelphia, PA 19106.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained on the cards originated from liquidated damage cases instituted for failure to comply with T.I.B. provision.

Treasury/Customs 00.231

System name: Tort Claims Act File-Treasury/Customs.

System location: Office of the Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Categories of individuals covered by the system: Private persons filing claims under the Federal Tort Claims Act for property damage or personal injury allegedly caused by a wrongful or negligent act or omission on the part of a Customs Service employee while acting within the scope of his employment.

Categories of records in the system: Reports of Investigation regarding claim filed, documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 28 U.S.C. 2672, et seq; 28 CFR 14.1 et seq; 31 CFR 3.1 et seq; Treasury Department Administrative Circular No. 131, August 19, 1965; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) In addition, information contained in this file is made available to the Department of Justice to assist that Department in preparing the Government's case when suit is filed in court based on an administrative denial of the claim or based on a failure to administratively process the claim within the prescribed time period; (c) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in the file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the Customhouse. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: These files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Centers.

System manager(s) and address: Regional Counsel, Room 125, U.S. Customhouse, 40 South Gay Street, Baltimore, Maryland 21202.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originated with a Standard Form 95, Claim for Damage or Injury, which is completed and filed with the Customs Service by the claimant. Using these forms as a basis, investigations are conducted by authorized Customs Service investigative personnel in order to determine the facts surrounding the claims. During these investigations information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the claims.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has

proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.232

System name: Tort Claims Act File—Treasury/Customs.

System location: Office of the Regional Counsel, Room 7422, New Federal Building, 300 N. Los Angeles St., Los Angeles, CA 90053.

Categories of individuals covered by the system: Private persons who have filed or may file claims under the Federal Tort Claims Act for property damage or personal injury allegedly caused by a wrongful or negligent act or omission on the part of a Customs Service employee while acting within the scope of his employment.

Categories of records in the system: Reports of Investigation regarding accidents involving Customs employees, documents relating to the administrative handling of the claims filed thereon, and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 28 U.S.C. 2672, et seq; 28 CFR 14.1 et seq; 31 CFR 3.1 et seq; Treasury Department Administrative Circular No. 131, August 19, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in this file is used to administratively process claims filed under the Federal Tort Claims Act and is made available to the officials within the Customs Service who review recommendations and who make final decisions on such claims. In addition, information contained in this file is made available to the Department of Justice to assist that Department in preparing the Government's case when suit is filed in court based on an administrative denial of the claim or based on a failure to administratively process the claim within the prescribed time period.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in the alphabetical file folder within the metal container by the name of the person who has filed or may file a claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Regional Counsel within the New Federal Building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Tort claim files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest closed files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, Room 7422, United States Customs Service, 300 N. Los Angeles St., L.A., Calif. 90053.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with a Standard Form 95, Claim for Damage or Injury, which is completed and filed with the Customs Service by the claimant. Using these forms as a basis, investigations are conducted by authorized Customs Service investigative personnel in order to determine the facts surrounding the claims. During these investigations information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the claims. When a claim is not filed, the information is limited to the investigative reports of the property damage or personal injury.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.233

System name: Tort Claims Act File—Treasury/Customs.

System location: Regional Counsel of Customs, 6 World Trade Center, New York, N.Y. 10048.

Categories of individuals covered by the system: Private persons filing claims under the Federal Tort Claims Act for property damage or personal injury allegedly caused by a wrongful or negligent act or omission on the part of a Customs Service employee while acting within the scope of his employment.

Categories of records in the system: Reports of Investigation regarding claims filed, documents relating to the administrative handling of the claim and documents submitted by the claimant in support of the claim.

Authority for maintenance of the system: 28 U.S.C. 2672, et seq; 28 CFR 14.1 et seq; 31 CFR 3.1 et seq; Treasury Department Administrative Circular No. 131, August 19, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Services and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); The information contained in this file is used to administratively process claims filed under the Federal Tort Claims Act and is made available to the officials within the Customs Service who review recommendations and who make final decisions on such claims. In addition, information contained in this file is made available to the Department of Justice to assist that Department in preparing the Government's case when suit is filed in court based on an administrative denial of the claim or based on a failure to administratively process the claim within the prescribed time period.

For additional routine use see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in an alphabetical file folder which is filed in an unlocked drawer within a metal container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who filed the claim and in the alphabetical file folder within the metal container by the name of the person who filed the claim.

Safeguards: The metal container described above is maintained within the area assigned to the Office of the Chief Counsel within the Customs Service Building. During non-working hours the room in which the metal container is located is locked, and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Tort claim files are retained indefinitely or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Regional Counsel, U.S. Customs Service, 6 World Trade Center, New York, N.Y. 10048.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with a Standard Form 95, Claim for Damage or Injury, which is completed and filed with the Customs Service by the claimant. Using these forms as a basis, investigations are conducted by authorized Customs Service investigative personnel in order to determine the facts surrounding the claims. During these investigations information may be elicited from Customs Service employees, private persons, or any other parties who may have information regarding the facts surrounding the claims.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.234

System name: Tort Claims Act File—Treasury/Customs

System location: Offices of the District Directors, Region IX, Chicago, Illinois. (See Customs Appendix A.)

Categories of individuals covered by the system: All individuals presenting claims of damage to personal property resulting from Customs activities.

Categories of records in the system: Written damage claims supported by estimates, bills, claim forms and internal Customs Service memoranda.

Authority for maintenance of the system: 31 C.F.R. Part 3; 5 U.S.C. 301; Treasury Department order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filed in cabinets in the District Directors offices.

Retrievability: Folders filed in alphabetical sequence.

Safeguards: File cabinets are located within the area assigned in the Customs office. During non-working hours the room in which the cabinets are located is locked.

Retention and disposal: Retained in District Directors offices for 3 years then transferred to the Federal Record Center for 7 years and 3 months prior to destruction.

System manager(s) and address: District Director as appropriate in Region IX, Chicago, Illinois. (See Customs Appendix A.)

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates with a written claim submitted by the claimant, as well as information supplied on Standard Form 95 and internal Customs memoranda.

Treasury/Customs 00.236

System name: Tort Claim Records System—Treasury/Customs.

System location: Office of the Regional Counsel, U.S. Customs Service, Region IX, 55 E. Monroe Street, Room 1417, Chicago, Illinois 60603.

Categories of individuals covered by the system: Claimants under the Federal Tort Claim Act.

Categories of records in the system: Tort Claim, Standard Form 95 (claim for damage or injury) containing name, address, marital status, personal injury and property damage information, and insurance information; also correspondence, accident reports and investigatory records regarding the alleged damage or injury and possible medical information.

Authority for maintenance of the system: 28 U.S.C. 2671 et seq.; 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Tort Claim Records System of the United States Customs Service are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) Information contained in these files is routinely used by the attorneys in the Regional Counsel's office in determining and resolving legal issues, in recommending approval, denial, compromise or settlement of the claim, and possibly in litigation. Litigation will require disclosure of the information to the Department of Justice, and the information is often channeled through the Department of the Treasury.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each case file is inserted in a file folder which is filed in a lockable drawer within a metal filing cabinet container.

Retrievability: Each case file is identified in a manual alphabetical card file by the name of the person who initiated the tort claim against the Customs Service, and officer or employee thereof. In addition, each case file is similarly identified on the file folder with the alphabetical name on the file which is placed and located within the metal container.

Safeguards: The metal filing drawer containing the files described above is maintained within the area assigned to the Office of the Regional Counsel of Customs, Region IX at 55 E. Monroe Street, Chicago, Illinois. During non-working hours, the room in which the metal filing drawer is located is locked, the file container itself is locked, and access to the building is controlled at all times by uniformed guards with a check-in system for employees. Only employees of the Regional Counsel's office and authorized building personnel have keys to the building.

Retention and disposal: These files are retained indefinitely or until there is no longer space available for them within the metal filing cabinet at which time the oldest files are transferred to the storage area within the confines of the office. The storage area is a large area containing cardboard boxes and metal storage cabinets which are not able to be locked. Files which are closed and not retained for precedent purposes are retired to the Federal Records Center, General Service Administration, 7358 S. Pulaski, Chicago, Illinois 60602 in accordance with the U.S. Customs Service Records Disposal Manual.

System manager(s) and address: Regional Counsel of Customs, Room 1417, United States Customs Service, 55 E. Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record source categories: The information contained in these files originates with the receipt of any correspondence indicating an alleged claim for damage or injury resulting from the conduct of the Government, U.S. Customs Service or an employee or officer of the U.S. Customs Service in Region IX. Further information in this file is derived from later correspondence from the individual, Standard Form 95 (Claim for Damage or Injury) filed by the claimant, other information submitted by the claimant, information submitted by Customs employee and/or his supervisors, and an investigation made by the Office of Internal Affairs or the Office of Investigations regarding the alleged claim or injury, as applicable. Information in these reports can be made from private parties, (witnesses), businesses, medical professionals, hospitals and other medical institutions.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.238

System name: Training and Career Individual Development Plans—Treasury/Customs.

System location: Located in the Personnel Management Division of each region and headquarters and/or district, ports, and post of duty of employees.

Categories of individuals covered by the system: All U.S. Customs employees.

Categories of records in the system: Records are maintained on training or other development activities completed and/or planned for individual employees, whether for programs such as Executive Development or Upward Mobility, or other special emphasis development programs. Records also include such things as, but not limited to skills, abilities, education, experience, career plans and goals, and other related information.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) To determine individual training needs, to schedule training and development activities and to budget funds.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are located in file folders, and/or official personnel folder.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in locked file or office.

Retention and disposal: Records are retained until separation or until employee is no longer part of a special emphasis program.

System manager(s) and address: Director, Personnel Management Division, in each region and headquarters.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information is obtained from the employee and supervisors.

Treasury/Customs 00.239

System name: Training Records—Treasury/Customs.

System location: Personnel Management Division of each region and headquarters. Also located in districts, ports, and posts of duty.

Categories of individuals covered by the system: Customs employees who have completed training.

Categories of records in the system: Certificates of completion of training courses, memoranda documenting successful completion of training assignments, grades assigned by educational institutions when appropriate, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) The information compiled is used primarily to prepare the annual and quarterly reports for training which are required by higher Headquarters. The information also serves as a ready reference to ascertain the state of training with the Region and as an instrument to equate, insofar as possible, training opportunities for all employees, and also to verify information submitted by employees on application forms.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders, on file cards, on Training forms, or on mag-tape.

Retrievability: Records are indexed by name.

Safeguards: Records are maintained in a locked file or room, or with limited access.

Retention and disposal: Records are maintained for up to three years after employee separates from the Service.

System manager(s) and address: Director, Personnel Management Division in each Region or Headquarters, or managerial official in appropriate posts of duty of employee.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Information for this file is obtained from supervisors, managers, instructors, educational institutions, and/or training facilities such as the Civil Service Commission, Department of the Treasury, etc.

Treasury/Customs 00.240.

System name: Travel Advances—Treasury/Customs

System location: Financial Management Division, U.S. Customs Service, Region 1, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Employees who receive travel advances to cover travel expenses in the course of traveling on official government business.

Categories of records in the system: Files are maintained to record the amount of the advance payment and repayment of the advance, if necessary.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to

a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) This system is used by the Payment Section employees to determine the amount owed to or by Customs for travel expenses.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in an unlocked metal, 5 x 8 file.

Retrievability: The name of each individual is listed on a record card in alphabetical order.

Safeguards: The file is located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: The file is retained until the employee pays or accounts for the travel advance, and kept one year. After one year the record is sent to the Federal Record Center; kept for 3 years and then destroyed.

System manager(s) and address: Director, Financial Management Division, U.S. Customs Service, 100 Summer Street, Boston, Massachusetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Record source categories: The information in the system originates from the employee and his supervisor.

Treasury/Customs 00.241

System name: Travel Advances—Treasury/Customs

System location: Financial Management Division, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: Advances to Customs Employees only.

Categories of records in the system: Name, address and Social Security Number of employees.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (c) Used administratively to record travel advances and clearance of advance, as travel is completed. Outstanding balances reflect indebtedness of individuals until travel is completed or refunds of average in advance.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in an unlocked drawer within a metal file cabinet.

Retrievability: Alpha Employee Name File of SF 1038, "Application for Advance of Funds".

Safeguards: The metal container described above is maintained within the area assigned to the Financial Management Division within the Customs Service Building. During non-working hours the room in which the metal container is located is locked.

Retention and disposal: These files are retained as prescribed by GAD Regulations or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Director of Financial Management, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: SF 1038—"Application and Account for Advance of Funds".

Treasury/Customs 00.242

System name: Travel Advance File—Treasury/Customs

System location: Regional Commissioner of Customs, Room 1501, 55 East Monroe Street, Chicago, Illinois 60603.

Categories of individuals covered by the system: Customs employees to whom advances have been issued.

Categories of records in the system: SF 1038, "Application and Account for Advance of Funds."

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552);

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Individual alphabetical card file in file cabinet.

Retrievability: Access by name of individual.

Safeguards: The file cabinet is maintained in the office of the Regional Commissioner, Region IX, Chicago, Illinois. During nonworking hours the room/building in which the file is located is locked.

Retention and disposal: Retained and disposed of in accordance with requirements of Records Control Manual.

System manager(s) and address: Regional Commissioner of Customs, 55 East Monroe Street, Chicago, Illinois 60603.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Completed Form 1038 received from any Customs employee within Region IX, Chicago, Illinois.

Treasury/Customs 00.243

System name: Travel Payment System—Treasury/Customs

System location: Accounting Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: Headquarters Customs Service officials and employees who travel on official business.

Categories of records in the system: Travel authorizations, travel vouchers, and travel advance records, which contain the officer's or employee's name, residence, place and mode of travel, travel dates, month of travel advance, expenses incurred, amount of travel advance, amount of advance outstanding and division code.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. Such duties may include preparing disbursement schedules so that the officer or employee will be paid for travel expenses, recording the cost of travel, advising the employee's supervisor when a travel advance is outstanding for an extended period, and compiling cost and budget information. (b) Disclosure required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on index cards placed within a file box, in file folders or on separate sheets of paper within a metal container and in a computer system utilizing magnetic disc storage techniques.

Retrievability: The information on the index cards relates only to travel advance payments, and the index cards are filed alphabetically by the name of the traveling individual; each file folder is placed within the metal container alphabetically by the name of the traveling individual to whom it pertains; the separate sheets of paper are grouped in disbursement schedule number sequence by consecutive numbers and dates showing a listing of payments to travelers; the computer records are retrieved by the accounting number assigned by the Customs Service for each separate travel transaction.

Safeguards: The room in which this system of records is located is locked during non-working hours, the building is guarded by uniformed security police, and only authorized persons are permitted within the building.

Retention and disposal: The records in this system are retained for an indefinite period of time. There are no established procedures for disposal of the subject records.

System manager(s) and address: Director, Accounting Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system is derived from information supplied to the Accounting Division by the traveling individual on Standard Form 1012 (Travel Voucher) and from organizational and accounting information maintained by the Customs Service.

Treasury/Customs 00.244

System name: Treasury Enforcement Communications System (TECS)—Treasury/Customs.

System location: Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Categories of individuals covered by the system: (1) Violators or suspected violators of U.S. Customs or related laws (some of whom have been apprehended by Customs officers); (2) Individuals who are suspected of, or who have been arrested for, thefts from international commerce; (3) Convicted violators of U.S. Customs and/or drug laws in the United States and foreign countries; (4) Fugitives with outstanding warrants-Federal or state; (5) Victims of U.S. Customs law violations; (6) Masters associated, in the capacity of ship agent or representative, with vessels in actual or suspected violation of U.S. Customs and related laws.

Categories of records in the system: Every possible type of information which contributes to effective law enforcement may be maintained in this system of records. Records include but are not limited to records pertaining to known violators, wanted persons, lookouts (temporary and permanent), and document reference records, vessel names and search results. Information about individuals includes but is not limited to name, alias, date of birth, address, physical description, various identification numbers (i.e., seizure number), details and circumstances of a search, arrest, or seizure, case information such as merchandise and values, methods of theft, etc.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) As a law enforcement tool, for example, to aid in the detection and prevention of violations, to provide and disseminate information on suspected or known violators within system to Federal, state and local enforcement officers within the United States and to other cooperating foreign countries' enforcement officers and officials. Also used by the Department of Justice in prosecuting court cases. (d) To determine violation trends and develop enforcement techniques and lookout information for use in the enforcement of Customs and related laws. (e) To provide management information such as the number of types of seizures, arrests, and searches associated with arrests or seizures. (f) Used by Customs to identify high theft areas, types of cargo most likely to be pilfered or stolen, to connect seemingly unrelated Customs theft cases and to provide management information such as the value and volume of theft from international shipping. (g) Documentation of vessel violations committed while in United States ports. (h) Determination of search operations by consideration of past violations and selective intelligence information. (i) In support of other regulatory and/or enforcement agencies, particularly the Department of Agriculture, by assisting in the quarantine control of infested vessels, and of the Immigration and Naturalization Service, by assisting in collection of payments attendant to the handling of aliens.

For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic disc and tape, microfiche, and hard copy (i.e. Customs Form 153).

Retrievability: By name (individual or master, owner, or agent name when concerning vessel violation profile); unique identifiers, identification numbers (i.e., personal, seizure number, system identification number); cargo location code or vessel name.

Safeguards: (1) All officers making inquiries have had a full field background investigation and are given information on a "need to know" basis only. (3) Procedural and physical safeguards are utilized such as accountability and receipt records, guards patrolling the area, restricted access and alarm protection systems, special communications security, etc.

Retention and disposal: Review is accomplished by Customs officers each time a record is retrieved and on periodic basis to see if it should be retained or modified. Since both temporary and permanent records are maintained, period of retention will vary with type record entered. A complete review of each record in system is made annually at Headquarters. (4) The records are disposed of by erasure of magnetic tape or disc, and by shredding and/or burning of hard copy documents.

System manager(s) and address: Assistant Commissioner, Office of Enforcement Support, U.S. Customs Service, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.245

System name: Treasury enforcement communications system card file—Treasury/Customs.

System location: Ports and Stations in the District of Ogdensburg, New York.

Categories of individuals covered by the system: Suspected violators of Customs or other laws.

Categories of records in the system: Name and system ID number and category of suspicion (i.e. narcotics, currency, counterfeit, etc.).

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Quick or ready reference at ports or stations not equipped with TECS secondary machines. (b) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (c) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552). (d) In the event that this system of records includes information which indicates a violation or potential violation of law whether civil, criminal, or regulatory in nature and whether arising by general statute or particular program statute or by regulation, rule, or order issued pursuant thereto the relevant records in the system of records may be referred, as a routine use, to the appropriate agency whether Federal, state, local, or foreign charged with the responsibility of investigating or prosecuting the statute or rule, regulation, or order issued pursuant thereto. (e) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee; the issuance of a security clearance; the letting of a contract; or the issuance of a license, grant, or other benefit. (f) A record from this system of records may be disclosed to a Federal agency in response to its request in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation of an employee; the letting of a contract; or the issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (g) Also disclosed to the Drug Enforcement Administration.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Roldex card file.

Retrievability: Alphabetically by name.

Safeguards: Available to inspectors only. Kept in rollex file in custody of inspector on duty.

Retention and disposal: Card is dated for disposal per original TECS message.

System manager(s) and address: Port Director, RFD Constable, Trout River, New York 12926.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the jurisdiction for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.247

System name: Uniform Allowance—Treasury/Customs.

System location: Management Services Branch, Administration Division, District Director, San Juan, Puerto Rico.

Categories of individuals covered by the system: Employees entitled to uniform allowance and date received.

Categories of records in the system: Name, position held, amount received for uniform allowance and date received.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Verify payments are received as requested and authorized.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in individual cards stored in an index card box which is within a locked drawer of a desk.

Retrievability: Each card is identified by the name of the employee and filed alphabetically within the box.

Safeguards: The drawer in which the cards are kept is locked and is in the area assigned to the Management Services Branch within the Customs Service Building. During non-working hours the room in which the desk is located is locked and access to the building is controlled at all times by uniformed guards.

Retention and disposal: Records are maintained until the employee leaves the district or is no longer entitlted to uniform allowance at which time his card is moved to the back of the box. When there is no more space available within the box, the oldest cards are destroyed.

System manager(s) and address: District Director, U.S. Customs Service, P.O. Box 2112, Old San Juan, Puerto Rico 00903.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information is posted on the cards when checks for uniform allowance are received.

Treasury/Customs 00.248

System name: Uniform Allowance—Treasury/Customs.

System location: Financial Management Division, U.S. Customs Service, Region I, 100 Summer Street, Boston, Massachusetts 02110.

Categories of individuals covered by the system: Employees of the Customs Service who are eligible to receive payments for maintaining uniforms.

Categories of records in the system: Name of employee, date of eligibility, period of eligibility, amount paid and District assigned.

Authority for maintenance of the system: 5 U.S.C 301: Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statutue or particular program, statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto; (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (f) The system is used to determine the status of eligibility of uniformed employees so that payment can be processed by the employees of the Payment Section.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Data is stored in a 5 x 8 two drawer file, accessable to employees of the Payment Section of the Financial Management Division.

Retrievability: The name of each individual is listed on a card which is filed in alphabetical order.

Safeguards: The file is located within an office that is locked during non-working hours. The building is guarded by uniformed security police and only authorized persons are permitted entry to the building.

Retention and disposal: Files are maintained until employee leaves position, retained for two years and then destroyed.

System manager(s) and address: Director, Financial Management Dvision, U.S. Customs Service, 100 Summer Street, Boston, Massachutetts 02110.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in the system originates from the District office where the employee is stationed.

Treasury/Customs 00.249

System name: Uniform Allowances—Unit Record—Treasury/Customs.

System location: Financial Management Division, 99 S.E. 5th Street, Miami, Florida 33131.

Categories of individuals covered by the system: U.S. Customs Employees.

Categories of records in the system: Name—Record of Uniform Allowance Payments.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used by Accounting technicians to record amounts paid to uniformed personnel annually.

For additonal routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Files are maintained in an unlocked drawer within a metal file cabinet.

Retrievability: Alpha by Name. Appropriation Accounting Document Number.

Safeguards: The metal container described above is maintained within the area assigned to the Financial Management Division within the Customs Service Building. During non-working hours the room in which the metal container is located is locked and access to the building is controlled by uniformed guards.

Retention and disposal: These files are retained as prescribed by GAD Regulations or until there is no longer any space available for them within the metal container, at which time the oldest files are transferred to the Federal Records Center.

System manager(s) and address: Direction of Financial Management, 99 S.E. 5th Street, Miami, Florida 33131.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: From Memo's received from Districts. Data Transcribed from Payment Vouchers.

Treasury/Customs 00.251.

System name: Unscheduled Overtime Report (Customs Form 31)—Treasury/Customs.

System location: Director, Office of Operations, 6 World Trade Center, Rm. 508, New York, New York.

Categories of individuals covered by the system: Special Agents assigned to the office of Regional Director of Investigations authorized to receive unscheduled overtime renumeration.

Categories of records in the system: Customs Form 31 enumerates the nature of overtime performed, the number of hours and the date on which the overtime was performed and the case number of investigation.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used to account for and control unscheduled overtime.

additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The information in this system is contained on CF 31, the forms are contained within a file folder and are placed in a metal file cabinet.

Retrievability: By name.

Safeguards: The file cabinet is maintained within the area assigned to the Regional Director of Investigations, New York, within the Customhouse. During non-working hours the complex in which the file is located is locked and access to the building is controlled at all times by uniform guards.

Retention and disposal: The forms are destroyed after three years.

System manager(s) and address: Regional Director of Investigations. (See Customs Appendix A.)

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information in this system originates from the Special Agent who performs the unscheduled overtime.

Treasury/Customs 00.252

System name: Valuables Shipped Under the Government Losses in Shipment Act—Treasury/Customs.

System location: District Director of Customs, Chicago, Illinois.

Categories of individuals covered by the system: Customs employees collecting and transmitting funds to cashier for deposit.

Categories of records in the system: Name of employee, collection document serial numbers, amount of collection.

Authority for maintenance of the system: Section 300.30, Customs Accounting Manual; 5 U.S.C. 134f; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Filed in folders with the individual's name appearing at the top thereof in a file cabinet.

Retrievability: Each record folder is filed by name of individual.

Safeguards: The cabinet described above is maintained within the area assigned in the Customs office. During non-working hours the area in which the cabinet is located is secured.

Retention and disposal: Retained for three years and then forwarded to FRC for seven years retention.

System manager(s) and address: District Director, as appropriate, in Region IX, Chicago, Illinois.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Data submitted by individual Customs employee involved.

Treasury/Customs 00.253

System name: Vehicle Microfiche Files—Treasury/Customs.

System location: U.S. Customs Service, Office of Investigations, SAC, 600 South Street, Room 444, New Orleans, La. 70130.

Categories of individuals covered by the system: Owners of movable vehicles registered in the State of Louisiana.

Categories of records in the system: Name indices of vehicles.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Information contained in these microfiche files is provided for the routine use of the Office of Investigations of the Customs Service for the purpose of verifying information received from other sources in conjunction with investigations within the Office of Investigations.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These microfiche files are maintained in a file folder in a metal cabinet. The cabinet is located in a room which is manned during normal office hours, and locked after hours.

Retrievability: These microfiche files are identified by alphabetical name of the catagories of individuals maintained in that file and information is retrievable manually from these files.

Safeguards: These microfiche files are kept in a metal cabinet and are maintained within the room which is manned by Office of Investigations personnel during normal office hours. During non-working hours, the room in which the metal cabinet is located is locked and entrances to the office which contains that room are locked. Access to the building containing the office is controlled during non-working hours by a uniformed guard.

Retention and disposal: These files are retained indefinitely or until updated by more current records at which time the old records are disposed of by shredding.

System manager(s) and address: Special Agent in Charge, U.S. Customs Service, Office of Investigations, 600 South Street, Room 444, New Orleans, La. 70130.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these microfiche files originates and consists of information generated from vehicle registration forms submitted to the State of Louisiana.

Treasury/Customs 00.254

System name: Vessel Identification Report—Treasury/Customs.

System location: Office of the Director, District Patrol, 600 South Street, New Orleans, La. 70130. Dir., District Patrol Division, Rm

213, International Trade Center, 250 N. Water Street, Mobile, Al. 36602.

Categories of individuals covered by the system: All suspect vessels and/or boats that information has been received on indicating unlawful or suspicious activity.

Categories of records in the system: Regional form containing vessel's name, photograph, date of photo, place of photo, name of boat owner, his address, and any other important information pertaining to suspect vessel.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) Used as an aid to law enforcement and to identify vessels that require watching.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records maintained in standard Customs file folders in locked metal cabinets.

Retrievability: System filed alphabetically and retrieved manually.

Safeguards: File maintained in locked metal file cabinet, the keys of which are controlled by the custodian of the files. Those departmental officials who may occasionally be granted access consistant with their positions have been cleared by a full field background investigation and granted appropriate security clearance for critical sensitive positions. During non-working hours the room housing the metal cabinets is locked.

Retention and disposal: Retain indefinitely.

System manager(s) and address: Director, District Patrol Division, 600 South Street, New Orleans, La. 70130.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption are contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.257

System name: Violators Card File—Treasury/Customs.

System location: Office of District Director, U.S. Customs Service, U.S. Customhouse, 101 E Main Street, Norfolk, Va. 23510.

Categories of individuals covered by the system: Persons or firms who have violated any law administered by the U.S. Customs Service within the Norfolk District.

Categories of records in the system: Name of individual or firm, case number and date and section of law violated. This information is obtained from Customs Forms, 151 and 5955-A.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as Amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties. (b) Disclosures required in administration of the Freedom of Information Act (5 U S.C. 552). (c) Provide the proper authority within the U.S. Customs Service with a ready reference to make a decision for the remission or mitigation of penalties, forfeitures and claims for forfeiture value.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Each card is filed alphabetically in an unlocked drawer within a metal container.

Retrievability: Each manual alphabetical card file is identified by the name of the person or firm who has violated any law administered by the U.S. Customs Service within the Norfolk District.

Safeguards: The metal container described above is maintained within the area assigned to the Fines, Penalties & Forfeitures Officer within the U.S. Customhouse. During non-working hours the room in which the metal container is located is locked. Security for the building is maintained by GSA.

Retention and disposal: Active cards are retained in this system indefinitely. However, upon periodic review, information on firms no longer in business are destroyed.

System manager(s) and address: District Director of Customs, U.S. Customshouse, 101 E. Main St., Norfolk, Va. 23510.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The information contained in these files is derived from Customs Form 151 (Search/Arrest/Seizure Report) and Customs Form 5955-A (Notice of Penalty or Liquidated Damages Incurred and Demand for Payment) which are prepared by the Customs Service.

Treasury/Customs 00.258

System name: Violator's Case Files—Treasury/Customs.

System location: District Director of Customs, U.S. Customs Service, St. Albans, Vermont, 05478.

Categories of individuals covered by the system: Individuals involved in smuggling, filing false invoices, documents or statements, violators of Customs bonds.

Categories of records in the system: Individual's name and address, social security number and physical description; alias, occupation, type of violation, previous record, driver's license, passport number.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to any agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders and 3 x 5 index cards.

Retrievability: Alphabetized by name of individual and local control number.

Safeguards: Files are under the supervision of the Fines, Penalties and Forfeitures Officer 8 a.m. to 5 p.m., Monday through Friday. All other hours, office remains locked.

Retention and disposal: Files are maintained in the office of the Fines, Penalties, and Forfeitures Officer for a period of five years. At the conclusion of this period, they are destroyed by shredding.

System manager(s) and address: District Director, U.S. Customs Service, St. Albans, Vermont 05478.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this

system of records is proposed to be exempted and the justification for the exemption is contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.260

System name: Warehouse Proprietor Files—Treasury/U.S. Customs.

System location: Offices of District Directors, Region IX, Chicago, Illinois, See Customs Appendix A.

Categories of individuals covered by the system: Present and past warehouse proprietors and employees that require an investigation and related information.

Categories of records in the system: Report of investigations, application and approval or denial of bond to act as warehouse proprietor and other Customs Service Memoranda. Names, addresses, social security numbers, and dates and places of birth of persons employed.

Authority for maintenance of the system: Customs Regulations, Part 19, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure to those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552).

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and stored in file cabinets in each District Director's office within Region IX, Chicago, Illinois.

Retrievability: Each file is identified by the name of the warehouse proprietor.

Safeguards: The file cabinets are maintained within the area assigned to the District Director. During nonworking hours the room and/or building in which the file cabinet is located is locked.

Retention and disposal: These files are retained indefinitely. Employee name data retained for period of employment with warehouse proprietor.

System manager(s) and address: District Director, as appropriate in Region IX, Chicago, Illinois. See Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record source categories: The information in this file originates from the individual applicant for warehouse proprietor's bond, from reports of investigation, and other Customs Memoranda.

Systems exempted from certain provisions of the act: The Commissioner of Customs pursuant to 5 U.S.C. 552a (j) and/or (k) has proposed to exempt this system of records from certain requirements of 5 U.S.C. 552a. The provisions of 5 U.S.C. 552a from which this system of records is proposed to be exempted and the justification for the exemption in contained in a general notice which appears elsewhere in the Federal Register.

Treasury/Customs 00.262

System name: Warnings to Importers in lieu of penalty.—Treasury/Customs.

System location: Located in the Office of the District Director, San Diego, Calif; Offices of the Port Directors, San Ysidro, Calif; Tecate, Calif; Calexico, Calif; Andrade, Calif; San Diego Barge Office; and the Offices of the Customs Patrol Division, San Diego, Calif; San Ysidro, Calif; Calexico, Calif; Tecate, Calif. See Customs Appendix A.

Categories of individuals covered by the system: Individuals and firms in violation of Customs's laws.

Categories of records in the system: Brief record of violation and warning.

Authority for maintenance of the system: 5 U.S.C. 301; Treasury Department Order No. 165, Revised, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure of those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in administration of the Freedom of Information Act (5 U.S.C. 552); (c) In the event that this system of records includes information which indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulations, or order issued pursuant thereto. (d) A record from this system of records may be disclosed as a "routine use" to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (e) A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. Available to Inspectors, Import Specialists and Agents, and other Customs employees who have need for this information.

For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained on 5 x 7 cards.

Retrievability: Alphabetically indexed.

Safeguards: Not accessible to other than Customs officers.

Retention and disposal: Indefinite.

System manager(s) and address: District Director, Port Directors, and Division Directors within the San Diego Customs District. See Customs Appendix A.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: Customs Officials.

Treasury Customs 00.278

System name: Early Implementation System (EIS)—Treasury/Customs.

System location: The Computer is located at 1900 West Park Drive, McLean, Virginia 23701. Computer terminals are located at Customhouses and ports throughout the United States and at U.S. Customs Headquarters, Washington D.C. (For addresses of Customhouses see Customs Appendix A.)

Categories of individuals covered by the system: U.S. Customs Service employees and individuals involved in the import trade.

Categories of records in the system: The system data base is comprised of commodity and merchandise processing information relating to Customs administration of trade laws. Certain portions contain no information about individuals. These are the Tariff Schedules of the United States Annotated (TSUSA) file, country file, criteria file for the selection of routine items, Team TSUSA file, district port file, and the entry master file. The following system files may contain information about U.S. Customs Services employees and/or individuals/companies involved in the import trade.

(1) Authorized Terminals Users File: Contains Randomly established five-digit identification codes and passwords assigned to Customs Service employees authorized to use the system. The file consists of the names and identification of all Customs Service employees using the remote terminals to input information into the system. It does not contain Social Security numbers. The degree of access to the system varies according to the users responsibilities in the system.

(2) Importer/Broker/Consignee Bond File: Records consist of importer of record number, importer name, type of importation bond, expiration date, and surety code. The importer of record number is used as the method of accessing the file. The number is assigned by any one of three code formats according to availability and the following hierarchy. The first choice is the IRS employer Identification number (EIN). The vast majority of importers have the EIN because of the business necessity of it.

The second alternative is the Social Security number (SSN). The third alternative is a Customs-assigned number. This file is referenced during entry processing to verify that the individual or company making entry is authorized to import and is properly bonded.

(3) Broker File: A record consists of a three-digit Customs-assigned Customhouse broker number (non-SSN) and the broker name. The file is referenced during entry processing to validate the broker nunber and to prepare and distribute the Broker ID Performance Report to the individual or company concerned. The subject of the report is compliance with the entry filing requirements under the immediate delivery program. Information is disclosed only to the party-of-record.

(4) Surety File: A record consists of a three-digit surety code (non-SSN) assigned by the Customs Accounting Division and the surety name. The file is referenced during entry processing to validate these surety codes. No information on surety company affairs is collected or disseminated in the system.

(5) Liquidator File: A record consists of a Customs-assigned three-digit liquidator identification (non-SSN) and a Customs employee's name. The employee's liquidator code is input into the system as a means of maintaining quality control and an audit trail on entries liquidated.

(6) Manufacturer File: The file contains only a three-digit manufacturer code number (non-SSN) and manufacturer name.

Authority for maintenance of the system: 19 U.S.C. 66, 1448, 1481, 1483, 1484, 1505, and 1624.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in this system of records are as follows: (a) Disclosure of those officers and employees of the Customs Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in adminstration of the Freedom of Information Act (5 U.S.C. 552); (c) To provide the Bureau of the Census with a magnetic tape containing foreign trade data.

For additional routine use see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic Disc.

Retrievability: By identification codes and/or name.

Safeguards: Access to computer area is controlled by a security pass arrangement and personnel not connected with the operation of the computer are prohibited from entering. The building security is protected by a uniformed guard. At the ports of processing, terminal rooms are under close supervision during working hours and locked after close of business. The system security officer issues a unique private five digit identification code to each authorized user. The codes are changed periodically to enhance security. All computer terminals are key-locked when not in use. Access to the Customers computer from other than system terminals in prohibited by hardware controls. Users must input a unique identification code during the terminal log-in procedure to gain access to the system. The identification code is not printed or displayed at the port of processing. The system validates the user ID by transaction type, thereby limiting a system user's access to information on a need to know basis. A listing of identification codes of authorized users can be printed only at the computer room site by request of the security officer.

Retention and disposal: Files are retained indefinitely but are periodically updated to reflect changes, etc.

System manager(s) and address: Director, AMPS Program Division Customs Service Headquaters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229, is responsible for all data maintained in the files.

Notification procedure: See Customs Appendix A.

Record access procedures: See Customs Appendix A.

Contesting record procedures: See Access, Customs Appendix A.

Record source categories: The system data base is limited to data about individuals and/or companies incidental to the conduct of foreign trade and required by the Customs Service in adminstering the tariff laws and regulations of the United States. No information concerning any individual's or company's importation activity, bonds status, and compliance or noncompliance with Customs Regulations will be disclosed for non-authorized purposes to any person other than the party-of-record upon receipt of a written request.

UNITED STATES CUSTOMS SERVICE

APPENDIX A

Notification procedure: Requests by an individual to be notified if the system of records contains records pertaining to him shall be in writing and directed to the Director, Entry Procedures and Penalties Division, Office of Regulations and Rulings, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W. Washington, D.C. 20229 or to the Regional Commissioner of the region in which the records are located (See Appendix A). The requester will be notified in writing of the procedures to be followed. Where the request is presented in person, the requester shall present adequate identification to establish his identity, and a comparison of his signature and those in the records may be made where the records contain the necessary signature.

If an individual can provide no suitable documents for identification, he may be required to make a signed statement asserting identity and stipulating that he understands that knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine up to 5,000 dollars.

Where the request is not presented in person, it shall be accompanied by a notarized statement executed by the requester asserting identity and stipulating that he understands that knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine up to 5,000 dollars. A comparison of his signature and those in the records may be made where the records contain the necessary signature.

Record access procedures: Requests by an individual to be notified how he can gain access to a record pertaining to him contained in a system of records, and how he can contest its content shall be in writing and directed to the Director, Entry Procedures and Penalties Division, U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229 or to the Regional Commissioner of the region in which the records are located (See Appendix A). The requester will be notified in writing of the procedures to be followed. Where the request is presented in person, the requester shall present adequate identification to establish his identity, and a comparison of his signature and those in the records may be made where the records contain the necessary signature.

If an individual can provide no suitable documents for identification, he may be required to make a signed statement asserting identity and stipulating that he understands that knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine up to 5,000 dollars.

Where the request is not presented in person, it shall be accompanied by a notarized statement executed by the requester asserting identity and stipulating that he understands that knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine up to 5,000 dollars. A comparison of his signature and those in the records may be made where the records contain the necessary signature.

Addresses of Headquarters, U.S. Customs Service, Regional Commissioners of Customs, Regional Directors (Internal Affairs), District Directors of Customs, and Customs Office of Investigations field offices:

U.S. Customs Service Headquarters, 1301 Constitution Avenue, N.W., Washington, D.C. 20229.

Regional Commissioner of Customs, 40 S. Gay Street, Baltimore, Maryland 21202, (301)962-3288.

Regional Commissioner of Customs, 100 Summer Street, Boston, Massachusetts 02110. (617)223-7506.

Regional Commissioner of Customs, 55 E. Monroe Street, Chicago, Illinois 60603, (312)353-4731.

Regional Commissioner of Customs, 500 Dallas Street, Houston, Texas 77002, (713)226-4893.

Regional Commissioner of Customs, 300 N. Los Angeles Street, Los Angeles, California 90053, (213)688-5900.

Regional Commissioner of Customs, 99 S.E. 5th Street, Miami, Florida, (305)350-5952.

Regional Commissioner of Customs, 1440 Canal Street, New Orleans, Louisiana 70112, (504)589-6324.

Regional Commissioner of Customs, 6 World Trade Center, New York, New York 10048, (212)466-4444.

Regional Commissioner of Customs, 211 Main Street, San Francisco, California 94102, (415)556-3500.

Office of Internal Affairs field offices

Regional Director (Internal Affairs), 100 Summer Street, Boston, Massachusetts 02110.

Regional Director (Internal Affairs), 6 World Trade Center, New York, New York 10048.

Regional Director (Internal Affairs), Gay and Water Streets, Baltimore, Maryland 21202.

Regional Director (Internal Affairs), P.O. Box 3201, Miami, Florida 33101.

Regional Director (Internal Affairs), 1440 Canal Street, New Orleans, Louisiana 70112.

Regional Director (Internal Affairs), 500 Dallas Street, Houston, Texas 77002.

Regional Director (Internal Affairs), 55 East Munroe Street, Chicago, Illinois 60603.

Regional Director (Internal Affairs), 211 Main Street, San Francisco, California 94105.

Regional Director (Internal Affairs), P.O. Box 951, Main Post Office, Los Angeles, California 90053.

Customs District Offices.

(Note: New York has Area Directors instead of District Directors. Roman numeral designates Customs region).

VIII Anchorage, Alaska 99501/204 E. Fifth Ave. (907)279-2543.

III Baltimore, Maryland 21202/103 S. Gay St. (301)962-2666.

I Boston, Massachusetts 02109/2 India St. (617)223-6598.

I Bridgeport, Connecticut 06609/120 Middle St. (203)366-7851.

I Buffalo, New York 14202/111 W. Huron St. (716)842-5901.

IV Charleston, South Carolina 29401/200 E. Bay St. (803)577-4171.

IX Chicago, Illinois 60607/610 S. Canal St. (312)353-6100.

IX Cleveland, Ohio 44199/1240 E. 9th St. (216)522-4284.

IX Detroit, Michigan 48226/243 W. Congress St. (313)226-3177.

IX Duluth, Minnesota 55802/515 W. First St. (218)727-6692.

VI El Paso, Texas 79985/Bldg. B, Room 134, Bridge of the Americas (P.O. Box 9516) (915)543-7435.

VI Galveston, Texas 77550/17th & Strand Sts. (713)763-1211.

VIII Great Falls, Montana 59401/215 1st Ave. N. (406)453-7840.

VIII Honolulu, Hawaii 96806/335 Merchant St. (808)546-3115.

VI Houston, Texas 77052/701 San Jacinto St. (713)226-4316.

VI Laredo, Texas 78040/Mann Road and Santa Maria (512)723-2956.

VII Los Angeles/Long Beach/300 S. Ferry St., San Pedro, California 90731 (213)548-2441.

IV Miami, Florida 33131/444 Brickell Avenue (305)350-5791.

IX Milwaukee, Wisconsin 53202/628 E. Michigan St. (414)224-3924.

IX Minneapolis, Minnesota 55401/110 S. Fourth St. (612)725-2317.

V Mobile, Alabama 36602/250 N. Water St. (205)690-2106.

V New Orleans, Louisiana 70130/600 South St. (504)589-6353.

II New York, New York: New York Seaport Area, New York, New York 10048, Customhouse, 6 World Trade Center, (212)466-5817. Kennedy Airport Area, Jamaica, New York 11430, Seaboard World Building, Room 178, (212)995-7083. Newark Area, Newark, New Jersey 07105, 400 Delaney St. (201)645-3760.

VII Nogales, Arizona 85621/International & Terrace Sts. (602)287-4955.

III Norfolk, Virginia 23510/101 E. Main St. (804)441-6546.

I Ogdensburg, New York 13669/127 N. Water St. (315)393-0660.

IX Pembina, North Dakota 58271/Post Office Bldg. (701)825-6201.

III Philadelphia, Pennsylvania 19106/2nd & Chestnut Sts. (215)597-4605.

VI Port Arthur, Texas 77640/5th & Austin Ave. (713)982-2831.

I Portland, Maine 04111/312 Fore St. (207)775-3131.

VIII Portland, Oregon 97209/N.W. Broadway & Glisan Sts. (503)221-2865.

I Providence, Rhode Island 02903/24 Weybosset St. (401)528-4383.

I St. Albans, Vermont 05478/Main & Stebbins Sts. (802)524-6527.

IX St. Louis, Missouri 63105/120 S. Central Ave. (314)622-4491.

IV St. Thomas, Virgin Islands 00801/(P.O. Box 510) (809)774-2510.

VII San Diego, California 92101/2262 Columbia St. (714)293-5360.

VIII San Francisco, California 94111/555 Battery St. (415)556-4340.

IV San Juan, Puerto Rico 00903/(P.O. Box 2112) (809)723-2091.

IV Savannah, Georgia 31401/1 East Bay St. (912)232-4321.

VIII Seattle, Washington 98104/First & Marion Sts. (206)442-5491.

IV Tampa, Florida 33602/301 S. Ashley Dr. (813)228-2381.

III Washington, D.C. 20018/3180 Bladensburg Rd., N.E. (202)964-8511.

IV Wilmington, North Carolina 28401/2094 Polk St. (919)763-9971.

Office of Investigations field offices

Region I-Boston

Office of Regional Director of Investigations, Room 1700, U.S. Customhouse, Boston, Massachusetts 02109.

Office of Resident Agent, P.O. Box 368, Derby Line, Vermont 05830.

Office of Resident Agent, P.O. Box 432, Houlton, Maine 04111.

Office of Special Agent In Charge, Room 17, U.S. Customhouse, Portland, Maine 04111.

Office of Special Agent In Charge, 127 N. Water St., Ogdensburg, New York 13669.

Office of Resident Agent, 770 Chapel Street, Suite 2B, New Haven, Connecticut.

Office of Special Agent In Charge, U.S. Federal Building, Rm. 1206, 111 West Huron, Buffalo, New York 14202.

Office of Special Agent In Charge, P.O. Box 68, Rouses Point, New York 12979.

Region II-New York

Office of Regional Director of Inv., U.S. Customs Service, Room 508, 6 World Trade Center, New York, New York 10048.

Office of Special Agent In Charge, Room 203 C, 400 Delancey Street, Newark, New Jersey 07105.

Office of Special Agent In Charge, J.F.K. International Airport, Inter. Arrival Bldg., 160-19 Rockaway Blvd., New York, New York 11430.

Region III-Baltimore

Office of Regional Director of Inv., Room 810, U.S. Appraisers Stores Bldg., 103 South Gay Street, Baltimore, Maryland 21202.

Office of Resident Agent, 701 West Broad Street, Rm. 301, Falls Church, Virginia 22046.

Office of Special Agent In Charge, 201 U.S. Customhouse, 2nd & Chestnut Streets, Philadelphia, Pennsylvania 19106.

Office of Resident Agent, Room 2236, Federal Building, 1000 Liberty Avenue, Pittsburgh, Pennsylvania 15222.

Office of Special Agent In Charge, 201 U.S. Customhouse, Norfolk, Virginia 23510.

Region IV-Miami

Office of Regional Director of Inv., 99 S.E. 5th Street, Miami, Florida 33131.

Office of Resident Agent, 700 Clematis Street, Rm. 253, West Palm Beach, Florida 33401.

Office of Special Agent In Charge, P.O. Box 1516, Tampa, Florida 33601.

Office of Resident Agent, 2701 Talleyrand Avenue, Jacksonville, Florida 32206.

Office of Special Agent In Charge, Drawer A, Savannah, Georgia 31408.

Office of Resident Agent, 1585 Phoenix Boulevard, Suite 5, Atlanta, Georgia 30349.

Office of Special Agent In Charge, P.O. Box 898, Wilmington, North Carolina 28401.

Office of Special Agent In Charge, U.S. Customs Service, P.O. Box S-1272, Old San Juan, Puerto Rico 00902.

Office Of Resident Agent, P.O. Box 127, Ponce Playa, Puerto Rico.

Office of Resident Agent, U.S. Customhouse, P.O. Box 3226, Marina Station, Mayaguez, Puerto Rico.

Office of Special Agent In Charge, P.O. Box 698, Charlotte-Amalie, St. Thomas, Virgin Islands.

Office of Resident Agent, P.O. Box 1801—Christiansted, St. Croix, Virgin Islands.

Region V-New Orleans

Office of Regional Director of Inv., 1440 Canal Street, New Orleans, Louisiana 70112.

Office of Special Agent in Charge, 600 South Street, Room 444, New Orleans, La. 70130.

Office of Special Agent In Charge, International Trade Center, P.O. Box 1704, Mobile, Alabama 36601.

Office of Resident Agent, 1719 West End Building, Room 303, Nashville, Tennessee 37203.

Region VI-Houston

Office of Regional Director of Inv., Suite 1380, 500 Dallas Street, Houston, Texas 77002.

Office of Resident Agent, Suite 210, 700 Paredes Ave., Brownsville, Texas 78520.

Office of Resident Agent, P.O. Drawer 1169, Del Rio, Texas 78440.

Office of Resident Agent, 1114 Commerce Street, 17th Floor, Dallas, Texas 75202.

Office of Special Agent In Charge, P.O. Box 498, Laredo, Texas 78040.

Office of Resident Agent, P.O. Box 828, Eagle Pass, Texas 78852.

Office of Resident Agent, 2600 North 10th Street, McAllen, Texas 78501.

Office of Resident Agent, 1802 N.E. Loop 410, Suite 302, San Antonio, Texas 78217.

Office of Special Agent in Charge, P.O. Box 10719, El Paso, Texas 79997.

Office of Resident Agent, 5301 Central Avenue, N.E., Suite 919, 1st National Bank Building, East, Albuquerque, New Mexico 87108.

Office of Resident Agent, 721 19th Street, Room 404, P.O. Box 2771, Denver, Colorado 80201.

Region VII-Los Angeles

Office of Regional Director of Inv., 300 South Ferry Street, Room 2037, Terminal Island, San Pedro, California 90731.

Office of Special Agent In Charge, P.O. Box 1385, Nogales, Arizona 85621.

Office of Resident Agent, P.O. Box 5752, Suite 200, First Federal Savings Building, 350 West 16th Street, Yuma, Arizona 85364.

Office of Resident Agent, P.O. Box 1076, 1065 F Avenue, Glenn Bldg., Douglas, Arizona 85607.

Office of Resident Agent, Room 328, Amerco Towers, 2721 No. Central Avenue, P.O. Box 2259, Phoenix, Arizona 85002.

Office of Resident Agent, P.O. Box 2911, Tucson, Arizona 85702.

Office of Special Agent In Charge, P.O. Box 187, San Ysidro, California 92073.

Office of Resident Agent, P.O. Box 1510, Calexico, California 92231.

Region VIII-San Francisco

Office of Regional Director of Inv., 211 Main Street, San Francisco, California 94105.

Office of Special Agent In Charge, 4100 Federal Office Building, 909 First Avenue, Seattle, Washington 98174.

Office of Resident Agent, P.O. Box 1360, Blaine, Washington 98230.

Office of Resident Agent, P.O. Box 1483, Spokane, Washington 99210.

Office of Special Agent In Charge, P.O. Box 199, Anchorage, Alaska 99510.

Office of Special Agent In Charge, P.O. Box 71, Great Falls, Montana 59403.

Office of Special Agent In Charge, 1000 Bishop Street, Suite 1210, Honolulu, Hawaii 96813.

Office of Special Agent In Charge, P.O. Box 2841, Portland, Oregon 97208.

Region IX-Chicago

Office of Regional Director of Inv., 55 E. Monroe Street, Suite 1423, Chicago, Illinois 60603.

Office of Special Agent In Charge, 628 East Michigan Street, Room 208, Milwaukee, Wisconsin 53202.

Office of Special Agent In Charge, 120 South Central Ave., Suite 440, St. Louis, Missouri 63105.

Office of Resident Agent, Room 259, Federal Building, 301 West Lexington Street, Independence, Missouri 64050.

Office of Special Agent In Charge, Plaza Nine, 55 Erieview Plaza, Room 210, Cleveland, Ohio 44114.

Office of Resident Agent, P.O. Box 1035, Fountain Square Station, Cincinnati, Ohio 45201.

Office of Resident Agent, P.O. Box 44835. Federal Building, Room 511 Indianapolis, Indiana 46204.

Office of Special Agent In Charge, Room 507, Meierhoff Building, 325 Lake Avenue, South, Duluth, Minnesota 55802.

Office of Special Agent In Charge, Room 501, 243 West Congress St., Detroit, Michigan 48226.

Office of Special Agent In Charge, P.O. Box 192, Pembina, North Dakota 58271.

Office of Special Agent In Charge, 574 Federal Building, Ft. Snelling, Twin Cities, Minneapolis, Minnesota 55111.

Treasury/BEP 00.002

System name: Civilian Employee Claim File—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Civilian officers and employees of the Bureau of Engraving & Printing, former employees and their survivors having claim for damage to or loss of personal property incident to their service.

Categories of records in the system: Contains investigative and adjudication documents relative to personal property damage claim.

Authority for maintenance of the system: Military Personnel and Civilian Employees' Claims Act of 1964, Public Law 88-558. Treasury Department Administrative Circular No. 136, Rev.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Director, Bureau of Engraving and Printing and/or his designee for adjudication and settlement of claims. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Folder.

Retrievability: By Name.

Safeguards: Locked file cabinet—access limited to Safety Division Staff.

Retention and disposal: Retained two years after case is closed; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individuals having claim for damage to or loss of personal property.

Treasury/BEP 00.003

System name: Continuation of Pay Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Bureau of Engraving & Printing employees, incurring work-connected injuries or illnesses and making claim for continuation of pay.

Categories of records in the system: Memoranda from Safety Manager authorizing Office of Financial Management to continue employee's pay up to 45 days.

Authority for maintenance of the system: Federal Employee Compensation Act as amended; Treasury Department Personnel Bulletin 74—73

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Safety Division & Office of Financial Management and Treasury Department to initiate statistical records for continuation of pay cases and costs. Used to

document and authorize continuation of pay. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Folder.

Retrievability: Name

Safeguards: Locked file cabinet, access limited to Safety Manager and Compensation Claims Staff.

Retention and disposal: Retained three years after case is closed; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14 & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual employee and Safety Division reports and recommendations.

Treasury/BEP 00.004

System name: Counseling Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Employees whose actions or conduct warrants counseling.

Categories of records in the system: Contains correspondence relative to counseling information and follow-up reports.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Employee Relations Branch personnel for counseling of individual employees. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By name.

Safeguards: Locked in file cabinets; access limited to Employee Relations Branch personnel.

Retention and disposal: Retained for one year after close of file and then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts. SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Divison, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual employee.

Treasury/BEP 00.005

System name: Compensation Claims—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Bureau of Engraving & Printing employees incurring work-connected injuries or illnesses, necessitating absence, making claim under Compensation Act.

Categories of records in the system: All pertinent documentation, including investigative reports, forms, etc. relative to work—connected injuries of employees.

Authority for maintenance of the system: Federal Employees Compensation Act, as amended—Public Law 93—416.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Compensation Claims staff (Safety Division) and Department of Labor to initiate, adjudicate and maintain status of employees who may or have initiated claims for continuation of pay and compensation. For additional uses see Apendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Folder and card file.

Retrievability: Name and claim no.

Safeguards: Locked file cabinets; access limited to Safety Manager and Compensation Claims staff.

Retention and disposal: Retained three years after case is closed; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C St., SW, Washington, D.C. 20228. Attn: Privacy Law Information

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Employee's Health Unit Daily Report, Notification of Public Health Service Recommendation and information provided by employee.

Treasury/BEP 00.006

System name: Debt Files (Employees)—Treasury/BEP

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving & Printing employees on whom debt complaints are received.

Categories of records in the system: Contains employee's name, complaint information, court judgements, counseling efforts, receipts, and final disposition of complaint.

Authority for maintenance of the system: Federal Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Employee Relations Branch personnel for employee counseling, credit reference, and disposition of complaint. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By name.

Safeguards: Maintained in locked cabinets; access limited to Employee Relations Branch personnel.

Retention and disposal: Retained for two years and then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts,. SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Employees, Complainants, and Court Judgements.

Treasury/BEP 00.008

System name: Emergency Contact Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Employees of Product Control Division

Categories of records in the system: Record contains Name, Address and Designation of person to be contacted in case of emergency.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Product Control Division personnel for notification of designated person in case of emergency. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By Name.

Safeguards: Access limited to Quality Control Branch personnel; Kept in metal file cabinets.

Retention and disposal: Record maintained during employee's tenure with the Quality Control Branch. Destroyed after employee's separation by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual Product Control Division employees.

Treasury/BEP 00.009

System name: Employee Arrest Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving and Printing employees who have been arrested.

Categories of records in the system: Telephone conversation memo for file regarding arrest information supplied by Office of Security.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Employee Relations Branch personnel as background material for possible discipline or adverse action. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By name.

Safeguards: Maintained in locked cabinets; access limited to Employee Relations Branch personnel.

Retention and disposal: Retained until conviction, acquittal or other disposition and then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts. SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Office of Security and police records.

Treasury/BEP 00.012

System name: Employee Index File—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Supply Branch Employees.

Categories of records in the system: Record contains employee name, address, phone number, social security number, cost center number, position, grade, and date of employment.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Supply Branch personnel to notify designated person in case of emergency or when employee is absent. Also used as Office reference file to provide information for other Bureau components upon request. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: 3 x 5 Cards.

Retrievability: Indexed by name.

Safeguards: Kept on clerical supervisors desk, access limited to Supply Branch personnel.

Retention and disposal: Destroyed upon separation of employee from Branch by shredding.

System manager(s) and address: Chief, Office of Administrative Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Supply Branch Employees.

Treasury/BEP 00.013

System name: Employee Locator Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All employees of the Bureau of Engraving & Printing.

Categories of records in the system: The system provides current information for the Treasury telephone directory. It also provides employee information data which is needed to locate employees in case of emergency.

Authority for maintenance of the system: The Department of the Treasury, Office of Administrative Programs, Telecommunications Circular No. 21—June 13, 1974.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Telephone Services Unit to locate employees within the Bureau of Engraving & Printing. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By name of employee.

Safeguards: Access limited to Telephone Services Unit personnel; maintained in locked cabinet.

Retention and disposal: Record maintained during employees tenure with the Bureau and then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Bureau of Engraving & Printing Employees.

Treasury/BEP 00.014

System name: Employee's Daily Production Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Craft and non-craft employees (bookbinders, examiners, verifiers, exchangers, note packaging workers, counters and assemblers).

Categories of records in the system: Contains Employee Name, Date, Hours, Shift and record of Daily Production.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Examining Division personnel for evaluation of employee's level of productivity. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders and production books.

Retrievability: Indexed by Name and Date.

Safeguards: Maintained in locked cabinets; access is limited to Examining Division personnel.

Retention and disposal: Retained five years and then destroyed by shredding.

System manager(s) and address: Chief, Office of Securities Processing, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Information furnished by employee at end of shift.

Treasury/BEP 00.016

System name: Employee Suggestions—Treasury/BEP

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving & Printing employees submitting suggestions under the incentive award program.

Categories of records in the system: Contains employee's suggestion, reviewer evaluation and final disposition information.

Authority for maintenance of the system: Title 5, U.S.C., 4502 (c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Employee Relations Branch personnel and other management personnel for system improvements, cost saving ideas, determination of employee awards and other reference purposes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in File Folders.

Retrievability: Indexed by Name.

Safeguards: Maintained in locked file cabinets; access limited to Employee Relations Branch personnel and employee's Supervisor.

Retention and disposal: Retained for three years following date of submission and then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual Employee, Employee Supervisor and review committee.

Treasury/BEP 00.018

System name: Guard Uniform Control Account—Treasury/BEP

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All uniformed guard force personnel of the Bureau of Engraving and Printing.

Categories of records in the system: Record contains the guard's name, badge number, rank, employment anniversary date, current inventory of guard's uniform, history of uniform issuance, activity and current dollar balance of guard's uniform allowance.

Authority for maintenance of the system: Federal Uniform Allowance Act, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Chief, Office of Security and Head, Protective Service Branch to monitor and control guard annual uniform allowance, maintain a current inventory of guard uniforms, plan required stock levels and changes in authorized uniform issues. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: 8 x 10 1/2 Ledger sheets in a notebook.

Retrievability: Alphabetical by guard's name.

Safeguards: Access limited to Chief, Office of Security, Head, Protective Services Branch, and the Uniform Control Clerk. Maintained in a locked file cabinet.

Retention and disposal: This is a new system and no retention period has yet been established.

System manager(s) and address: Chief, Office of Security, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Guard Force Personnel of Bureau of Engraving and Printing.

Treasury/BEP 00.019

System name: Identification Files—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW Washington, D.C. 20228.

Categories of individuals covered by the system: Incumbent Employees, Separated Bureau Employees, Visitors to the Bureau, Contractor & Service Company Employees (Incumbent & Separated).

Categories of records in the system: Category: Request for Issuance of Badge or Pass, Badge and Pass Photograph, Employee Identification Badge or Pass, Employee Identification Badge and Pass Record Card, Control Record for Issuance of Badges & Passes, Record of Lost Badges, Record of Funds Collected for Issuance of Badges or Passes and receipts for funds released to appropriate authority, Record of Destruction of Badges and Passes, Type of Information: The following information is retained as it applies to each individual issued a Pass and/or Badge in the present system: Name, Date of Birth, Physical Description, Work area assignment, Name of Firm or Government Agency, Requesting Data for Pass/Badge, Signatures of persons receipting for Passes and Badges, Badge and Pass Numbers, Date of Issue, to whom issued and area or firm, Dates and method of destruction, Date, place and circumstance of loss of Pass/Badges.

Authority for maintenance of the system: Executive Order 11652 and implementing Treasury and Bureau regulations and 31 U.S.C., Section 427.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Category of Users: Bureau of Engraving and Printing management officials, Bureau of Engraving and Printing security personnel, Federal, State, and local law enforcement or investigative agencies. For additional routine uses see Appendix AA. Purpose of Each Use: Identification of personnel, Determine status of personnel, Limit access of personnel to specified Bureau security areas, Control access to the Bureau.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Ledgers, Cards, File Folders, Loose Leaf Binders, Envelopes.

Retrievability: Numerical by Pass/Badge Number, Alphabetically by last name, Appropriate index by subject.

Safeguards: Maintained in locked cabinets in a locked room; access limited to Office of Security staff.

Retention and disposal: Retention period and disposal instructions have not yet been officially established.

System manager(s) and address: Chief, Office of Security, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228, Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: The individual concerned, his supervisor, or an official of the individual's firm or agency.

Treasury/BEP 00.020

System name: Industrial Truck Licensing Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Bureau of Engraving and Printing employees designated to operate self—propelled material and/or machinery handling equipment.

Categories of records in the system: Record of employee physical examination, testing, license number and issue date for purpose of operating one or more types of material handling equipment used within the Bureau of Engraving and Printing.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Safety Division staff personnel to validate employee operational authority and determine renewal dates. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Folder and Card file.

Retrievability: By Name.

Safeguards: Locked file cabinet, access limited to Safety Division staff.

Retention and disposal: Destroyed upon separation by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Supervisor request, results of physical examination, and data obtained during training or practical tests.

Treasury/BEP 00.021

System name: Investigative Files—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Incumbent Employees, Separated Bureau Employees, Employee Applicants, Visitors to the Bureau, Non—Bureau Correspondents, Contractor & Service Company Employees (Incumbent and Separated).

Categories of records in the system: Category: Security Files, Personnel Clearance Requests, Case Files, Bank Shortage Letters, Contractor Files, Food Coupon Discrepancy Reports, Intelligence Files, Stamp Discrepancy Reports, Case Record, Crank Letters, Security Files Reference Record, Employee Indebtedness Record, Type of Information: Character references, Guard force reports, Previous employment verifications, Newspaper articles, Social Security Numbers, Laboratory reports to include handwriting results and latent fingerprint examinations, Law enforcement criminal and subversive record checks, Court records, Security registers, Residency information, Reports of shortages or thefts of Bureau products including subsequent investigations, Personnel records of various types, Fingerprint card, Photograph, Names of individuals including those at contractor plants who worked on a shortage involving Bureau products, Credit checks, Background investigation reports conducted by Civil Service Commission, the Internal Revenue Service and other Federal Investigative Agencies, Disciplinary action recommended and/or received, Military record forms and extracted information, List of Bureau employees granted security clearances, Processes served, i.e. summons, subpoenas, warrants, etc., Personnel security case numbers, dates case opened and closed, and recommendations, Certificate of Security clearance, Reports of violations of Bureau regulations and procedures, Bureau visitor control documents, Correspondence relating to individuals, Claims of indebtedness from firms and collection agencies and other sources, and assorted documents, Tape recorded testimony, Type of Information: Bureau investigation reports, Information supplied by law enforcement agencies, Applicant interview record, Anonymous tips concerning Bureau employees, Official investigative statements, Names of those requesting security assistance and report of the assistance rendered, other pertinent Governmental records, education records and information, Date of Birth and physical description of individual in the files.

Authority for maintenance of the system: Executive Order 10450 and implementing Treasury and Bureau regulation and 31 U.S.C. 427.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Category of Users: Office of Security and staff, Bureau of Engraving & Printing management officials, Federal, state, county, and city law enforcement agencies, Investigatory Government agencies, other Governmental agencies requesting information, Contractor plant management officials. Purpose of Each Use: Determine employment suitability from a security point of view, Data for bi—weekly & quarterly reports, Means of identifying employees and employee misconduct and criminal activities and their actions affecting security suitability, Social Security numbers as a means of identification, Recommendations for disciplinary action to include dismissal from the Bureau, Determine employees' acceptability for assignment to security areas/duties from a security standpoint, Grant access to the Bureau, Develop Bureau policies and procedures, Determine patterns of employee behavior regarding misconduct, debts, illegal activities, etc., Develop investigative leads, Compile lists of suspects, Maintain numerical record of cases received during year, Maintain record of visitors to Bureau, Determine prospective firms suitability to conduct business with the Bureau, Evidence in legal cases and other judicial and non—judicial actions, Grant security clearances, Determine non—Bureau employee suitability to work on Bureau premises and/or products. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Folders, 3 x 5 Index Cards, 5 x 8 Index Cards, Loose Leaf Binders, Ledger, Recording Tape.

Retrievability: Numerically by case number and year, Alphabetically by name and social security number, Alphabetically by company name.

Safeguards: Access is limited to Office of Security staff and maintained in locked file cabinets.

Retention and disposal: Retention period and disposal instructions have not yet been officially established.

System manager(s) and address: Chief, Office of Security, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Proposed exempt system.

Record access procedures: Proposed exempt system.

Contesting record procedures: Proposed exempt system.

Record source categories: Proposed exempt system.

Systems exempted from certain provisions of the act: System exempted from certain provisions of the Act. Notice of proposed exemption from 5 U.S.C. 552a (j) and/or (k) elsewhere in the Federal Register.

Treasury/BEP 00.022

System name: Monthly Equal Employment Opportunity Activity Report—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Minority and female employees receiving significant appointments and promotions.

Categories of records in the system: Name and Position of Promotion or Appointment.

Authority for maintenance of the system: Affirmative Action Plan for Fiscal Year 1975.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Bureau Equal Employment Opportunity Staff to inform the Director, Office of Equal Employment Opportunity Program, Department of the Treasury, of the monthly progress of minority and female employees. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: Cross referenced by month and employee's name.

Safeguards: Access is limited to Bureau Equal Employment Opportunity Staff and is maintained in locked combination safe.

Retention and disposal: Retained five years and then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Personnel Action Records maintained by Supervisor.

Treasury/BEP 00.023

System name: Motor Vehicle Licensing Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Bureau of Engraving and Printing employees designated to operate passenger vehicles, trucks, and/or vans for Bureau business.

Categories of records in the system: Record of employee physical examination, testing, license number and issue date for purpose of operating passenger and/or truck vehicles.

Authority for maintenance of the system: United States Civil Service Commission Regulations 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Safety Division and/or Security Staff, District of Columbia or State Enforcement Authorities to validate employee operational authority. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folder and card file.

Retrievability: By name.

Safeguards: Kept in locked file cabinets; access limited to Safety Division staff.

Retention and disposal: Retained three years; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Supervisor request, results of physical examination, and data obtained during training or practical tests.

Treasury/BEP 00.024

System name: Payroll Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving and Printing Employees (Active).

Categories of records in the system: Current Pay and Cumulative Pay—Record consists of all payroll transactions affecting the employee's pay checks, e.g., withholdings, allotments, net check, cumulative year—to—date total.

Authority for maintenance of the system: Federal Personnel Manual and various Federal, State and Local regulatory agencies 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by payroll personnel to create the pay tape for the disbursing officer for routine payroll. Also used to produce the bi-weekly, quarterly and annual employee earnings statement which enables the employee to verify his or her record. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Punch card, magnetic tape, disc, microforms, and printouts.

Retrievability: By Social Security Number.

Safeguards: Records are maintained in locked files in locked area. Access limited to Payroll personnel.

Retention and disposal: Retained in accordance with General Records Schedule No. 2; destroyed by shredding.

System manager(s) and address: Chief, Office of Financial Management, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Employee time and attendance records, allotment authorizations, withholding statements or related financial information.

Treasury/BEP 00.025

System name: Payroll Statistical Data—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving and Printing Employees.

Categories of records in the system: Payroll History—Record consists of all required payroll information including leave data, time and attendance history, allotment information, retirement information, and required pay status information.

Authority for maintenance of the system: Federal Personnel Manual and various regulatory bodies. 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by payroll personnel for routine payroll reporting to Bureau financial and personnel record—keeping personnel; tax reporting at Federal, state and local levels, and required reports to Department of Treasury, Civil Service Commission and other Government agencies (as required by Federal directives). For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Punch Card.

Retrievability: Social Security Number.

Safeguards: Maintained in locked files in locked area. Access limited to Payroll Personnel.

Retention and disposal: Retained in accordance with General Records Schedule No. 2; destroyed by shredding.

System manager(s) and address: Chief, Office of Financial Management, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Employee time and attendance records, payroll records, and related financial information.

Treasury/BEP 00.027

System name: Personnel Movement Control Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Bureau of Engraving & Printing Employees, Official Visitors to the Bureau, Contractor & Service Company Employees.

Categories of records in the system: Record contains Name, Office, Division, Branch, Unit, Badge Number, Picture, Work Shift Code, Work Area Code, Personnel Category, Time & Location of each passage through a Security Control point.

Authority for maintenance of the system: Executive Order 11652 and implementing Treasury and Bureau regulations and 31 U.S.C. 427.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by management and security employees for identification of personnel and for limiting access to and movement within controlled Bureau security areas. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Ledgers, cards, file folders, loose leaf binders, envelopes.

Retrievability: Numerical by Pass/Badge Number, Alphabetically by last name, Appropriate index by subject.

Safeguards: Maintained in locked cabinets in a locked room; access limited to Office of Security staff.

Retention and disposal: Retention period and disposal instructions have not yet been officially established.

System manager(s) and address: Chief, Office of Security, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: The individual concerned, his supervisor, or an official of the individual's firm or agency.

Treasury/BEP 00.028

System name: Personnel Progress & Achievement Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Management Analysts and Clerical Personnel within Management Analysis Branch.

Categories of records in the system: This record contains a history of an employee's work assignments and information relative to performance as well as information on training schools attended or other pertinent information.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by supervisor of Management Analysis Branch to evaluate work performance of Branch employees for promotion, training and reference material for future assignments. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: Filed alphabetically by employee's name.

Safeguards: Access is limited to Branch Head and kept in locked desk drawer.

Retention and disposal: Maintained for the duration of employee's assignment within the Branch; destroyed by shredding.

System manager(s) and address: Chief, Office of Administrative Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Management Analysis Branch employees or Supervisor knowledge of employee.

Treasury/BEP 00.029

System name: Petition of Election—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Listing of employees eligible for inclusion within the union bargaining for recognition.

Categories of records in the system: Alphabetical listing of eligible employees to include position title & occupational codes.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information compiled & furnished to United States Dept. of Labor, Labor—Mgmt Services Admin. in order to supervise the election; to the Dept. of Treasury to fulfill reporting requirement in Treasury Personnel Manual 711; and to the petitioning Union to verify eligibility of voters at the poll. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By Union Title.

Safeguards: Maintained in a locked cabinet; access limited to Labor—Mgmt. Relations staff & designated Union Representatives as required.

Retention and disposal: Retention and disposal procedures have not been established.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Position Description file & Personnel Manpower file.

Treasury/BEP 00.030

System name: Project REST (Reporting Employment Statistics in Treasury), Minority Statistics—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving & Printing Employees.

Categories of records in the system: Record contains employee name, Social Security Number, Minority Group Identification, Sex, Occupational Series, Grade, Pay Plan, and Date of Birth.

Authority for maintenance of the system: Assistant Secretary (Administration) Department of the Treasury, Administrative Circular No. 232 (October 5, 1972).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Equal Employment Opportunity staff to provide Minority Group Statistical Data for evaluating the Bureau Equal Employment Opportunity responsibilities. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: On computer print—out.

Retrievability: By Name, Sex and Minority Group Identifier.

Safeguards: Access limited to Bureau Equal Employment Opportunity staff; maintained in locked combination safe.

Retention and disposal: Retained five years; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual Employee, Equal Employment Opportunity Counselors, Equal Employment Opportunity Investigators.

Treasury/BEP 00.031

System name: Reemployment Information Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Former Bureau of Engraving & Printing employees.

Categories of records in the system: Information relative to reemployment rights and reemployment recommendations.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by personnel staff for re—hiring determinations and statistical studies and reports. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: Indexed by name and year.

Safeguards: Maintained in locked file cabinet, access limited to Personnel staff.

Retention and disposal: Retained three years after separation; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Information obtained from supervisor as employees separate.

Treasury/BEP 00.032

System name: Retention Register—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving and Printing Employees (Active).

Categories of records in the system: Information on retention rights of employees.

Authority for maintenance of the system: Federal Personnel Manual Chapter 351.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In cases of reduction in force, used primarily by personnel staff to determine retention rights and also by the Civil Service Commission on inspections and for resolving appeals. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on punch cards.

Retrievability: Indexed by name, retention subgroup, and competitive level.

Safeguards: Access limited to Manpower Information and Records Section, Staffing Classification and Supervisory Personnel. Maintained in locked file cabinets.

Retention and disposal: Registers are maintained until a new register replaces it. The old register is destroyed by shredding.

System manager(s) and address: Chief, Office of Industiral Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Data is obtained from the Official Personnel Folder.

Treasury/BEP 00.033

System name: Roster of Bureau of Engraving & Printing Employees—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving & Printing Employees.

Categories of records in the system: Roster of employees employed at the Bureau of Engraving & Printing (Active).

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Office of Industrial Relations personnel, auditors and Bureau managers for statistical reports, locator system and manpower forecasting. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored on flexoline cards.

Retrievability: By name of employee.

Safeguards: Access limited to Office of Industrial Relations personnel, locked in standard card file.

Retention and disposal: Maintained indefinitely and changed as personnel are hired or separated.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Information obtained from appointment papers and separation papers.

Treasury/BEP 00.034

System name: Time & Attendance Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving & Printing Employees.

Categories of records in the system: Record contains time & attendance information.

Authority for maintenance of the system: Federal Personnel Manual and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Payroll Section to compute employee payroll records and used by Supervisor & time-keeping personnel to record time & attendance information. For additional uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in tabulating card files.

Retrievability: By name.

Safeguards: Locked in Supervisor's Office; access limited to employees, Supervisor & clerical personnel in Payroll Section.

Retention and disposal: Retained six years; destroyed by shredding.

System manager(s) and address: Chief, Office of Financial Management, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual Employee and Supervisor.

Treasury/BEP 00.035

System name: Tort Claims (Against the United States)—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Individuals and/or organizations making claim for money damage against the United States for injury to or loss of property or personal injury or death caused by the neglect or wrongful act or omission of a Bureau of Engraving & Printing employee while acting within the scope of his office or employment.

Categories of records in the system: Contains investigative and adjudication documents relative to personal injury and/or property damage claims.

Authority for maintenance of the system: Federal Tort Claims Act, Title 28 U.S.C. 2672, Public Law 89—506, Treasury Department Circular 131.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Director, Bureau of Engraving and Printing and/or his designee in conjunction with the General Counsel, Department of the Treasury for adjudication and settlement of claims. For additional uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folder.

Retrievability: By name.

Safeguards: Locked file cabinet; access limited to Safety Division staff.

Retention and disposal: Retained three years; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Services, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual or organization's claim and/or investigative reports.

Treasury/BEP 00.036

System name: Union Dues Allotments—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Employees who authorize or revoke Union dues allotments.

Categories of records in the system: An authorization for or revocation of voluntary union dues allotments.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Payroll Office employees to effect allotments of Union dues in accordance with voluntary determination of employee member. For additional uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: Indexed by name of employee.

Safeguards: Maintained in locked file cabinet; access limited to personnel in the Records & Payroll Sections.

Retention and disposal: Record maintained for length of time necessary to perform payroll activities, disposed when superseded by new card or on transfer or separation of employee whichever is earlier. Destroyed by shredding.

System manager(s) and address: Chief, Office of Financial Management, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn. Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Authorization or revocation statement originated by employee.

Treasury/BEP 00.037

System name: Union Index—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D C. 20228.

Categories of individuals covered by the system: Name & Title of designated Union officials to include the President, Vice President, Secretary, Treasurer, & Stewards.

Categories of records in the system: Listing of recognized Union officials by title, bargaining unit, and jurisdiction.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by management personnel for the purpose of normal conduct of established Labor-Mgmt. Relations business. Copies provided to the Treasury Dept., U.S. Dept. of Labor and the Civil Service Commission as required by Treasury Personnel Manual. For additional uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By Union Title.

Safeguards: Maintained in locked file; access limited to Labor—Mgmt Relations staff & Mgmt. officials as required.

Retention and disposal: Retained for duration of recognition of the Union and then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Provided by recognized unions.

Treasury/BEP 00.038

System name: Unscheduled Absence Record—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D C. 20228.

Categories of individuals covered by the system: All Bureau of Engraving & Printing employees who have had unscheduled absences.

Categories of records in the system: Record contains chronological documentation of unscheduled absences.

Authority for maintenance of the system: Federal Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by an employee's supervisor to record the number of times an employee has an unscheduled absence. This information is used by Employee Relations Branch for statistical reports depicting frequency rate for all Bureau employees. It is also used as a basis for counseling an employee concerning overall job performance. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By name.

Safeguards: Kept in locked file cabinets; access to these records is restricted to Supervisor and authorized timekeeping personnel.

Retention and disposal: Retained until separation; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relation, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual employee time & attendance record and employee's supervisor.

Treasury/BEP 00.039

System name: Work Performance Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: All employees and former employees of the Office of Audit.

Categories of records in the system: Detailed information supporting work performance records and reports, such as performance, evaluation, training, audit assignments, audit progress reports, audit working papers and audit files.

Authority for maintenance of the system: Public Law 656, 81st Congress, Bureau of Engraving & Printing Circular No. 23, dated February 9, 1978.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Chief, Office of Audit for work performance, administrative, management, and audit purposes to evaluate promotion, training, and reference material for future assignments. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: Cross referenced by name and audit number or title.

Safeguards: Area is locked after hours. In addition, there are specified locked controls in the area, depending on the importance for administrative purpose. Access limited to Audit personnel.

Retention and disposal: Retained two years; destroyed by shredding.

System manager(s) and address: Chief, Office of Audit, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Developed internally from within the Office of Audit or other Offices in the Bureau of Engraving and Printing or by referral documents.

Treasury/BEP 00.040

System name: Freedom of Information Requests—Treasury/BEP

System location: Bureau of Engraving and Printing; 14th & C Sts., SW Washington, D.C. 20228.

Categories of individuals covered by the system: Individuals requesting information.

Categories of records in the system: Correspondence pursuant to the Freedom of Information Act, internal processing documents and memoranda, referrals and copies of requested records.

Authority for maintenance of the system: Freedom of Information Act, 5 U.S.C. 552. 31 C.F.R. Part 1.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For reporting requirements as required by the Act; to respond to other Department officials who request information regarding persons making a FOI request; evaluation purposes and determination of volume of requests received and the impact on the current workload; preparation of budget; disclosures in accordance with Freedom of Information Act, to other agencies when required for coordination of response or referral; to Department of Justice for defending law suits; to Congressional Committees; for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders.

Retrievability: By name of requester(s) and date of request.

Safeguards: Filed in filing cabinet and released only to individuals with legitimate right to review.

Retention and disposal: Retained in accordance with General Records Schedule No. 14; then destroyed by shredding.

System manager(s) and address: Chief, Office of Administrative Services, Bureau of Engraving and Printing; 14th & C Sts. , SW., Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., S.W., Washington, D.C. 20228, Attn: Privacy Law Information.

Record access procedures: See Notification above.

Contesting record procedures: See Notification above.

Record source categories: Individuals who make Freedom of Information Act requests. Federal officials responding to Freedom of Information Act requests and documents from official records.

Treasury/BEP 00.041

System name: Record of Discrimination Complaints—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Employees who have initiated discrimination complaints.

Categories of records in the system: Data developed as a result of inquiry by the person making the allegation of discrimination.

Authority for maintenance of the system: U.S. Civil Service Commission (Federal Personnel Manual Letter, No. 713—21).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Equal Employment Opportunity Complaint Investigators and Hearing Officers to provide reference data for making rulings on discrimination cases. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By Name.

Safeguards: Access limited to Complainants, Equal Employment Opportunity Staff, Equal Employment Opportunity Investigator; maintained in locked combination safe.

Retention and disposal: Retained four years after resolution; destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: See notification above.

Contesting record procedures: See notification above.

Record source categories: Individual employees who have discrimination complaints.

Treasury/BEP 00.042

System name: Informal EEO Complaint Processing Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Employees who register informal EEO complaints.

Categories of records in the system: Contains information and data developed through counseling sessions and appropriate inquiries.

Authority for maintenance of the system: U.S. Civil Service Commission Regulations; Section 713 Treasury Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to inform complainants of the results of the counselor's inquiries. Also used to provide EEO Complaint Investigator with historical background data on cases which could not be resolved on an informal basis.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Maintained in file folders.

Retrievability: By name.

Safeguards: Locked in combination lock safe. Access limited to EEO Specialists and Counselors.

Retention and disposal: Retained four years after resolution of case; then destroyed by shredding.

System manager(s) and address: Chief, Office of Industrial Relations Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual complainants and other employees and supervisors necessary to make an appropriate inquiry.

Treasury/BEP 00.043

System name: Parking Program Records—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Bureau, Non-Bureau personnel.

Categories of records in the system: Parking space applicant information—shows applicant's name and address, vehicle model and year, vehicle license number, work hours, work component, home and work telephone number.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used to provide information on all parking permit applicants.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: 5 x 8 card file and lettersize file folders.

Retrievability: Alphabetically by applicant and parking space number.

Safeguards: Access is limited to Office of Security staff and maintained in locked office.

Retention and disposal: Retention period and disposal instructions have not been officially established.

System manager(s) and address: Chief, Office of Security, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Parking permit applicants.

Treasury/BEP 00.044

System name: Personnel Security Files and Indices—Treasury/BEP.

System location: Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Categories of individuals covered by the system: Employee applicants, current and former Bureau employees, contractor and service company employees.

Categories of records in the system: Investigative information related to personnel investigations conducted by the Bureau of Engraving and Printing Security office and other Federal Agencies.

Authority for maintenance of the system: Executive Order 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are used for the purpose of granting security clearances and making employment suitability determinations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Folders/3 x 5" Index cards.

Retrievability: Alphabetically by name.

Safeguards: Access is limited to Office of Security staff and records are maintained in locked file cabinets.

Retention and disposal: Retention periods and disposal instructions have not yet been officially established.

System manager(s) and address: Chief, Office of Security, Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228.

Notification procedure: Superintendent, Management Services Division Bureau of Engraving and Printing; 14th & C Sts., SW, Washington, D.C. 20228. Attn: Privacy Law Information.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Individual employee and information supplied by other Federal Investigative Agencies.

Treasury/Mint 00.002

System name: Applicants for selection for the current Annual Assay Commission, and members of former Commissions.—Treasury/Mint.

System location: Bureau of the Mints, Office of the Director, Warner Building, 501 13th St., N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Members of public seeking appointment by President to Assay Commission and their sponsors or endorsers, and members of former Commissions.

Categories of records in the system: Biographies of candidates and correspondence with applicants, sponsors and endorsers.

Authority for maintenance of the system: 31 U.S.C. 363.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Used to screen applicants for Presidential selection and to determine whether applicants had previously served on Assay Commission. (b) Used by appropriate agency officials and other Federal officials responsible for processing selection. (c) Used to select a committee to test the nation's coinage. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents.

Retrievability: By name.

Safeguards: Accessible only to appropriate agency and other Federal officials. Secured Files.

Retention and disposal: Retained permanently.

System manager(s) and address: Assistant to the Director (Public Affairs), Warner Building, Room 1037, 501 13th Street, N.W., Washington, D.C. 20220.

Notification procedure: Same as listed under System Manager. Individuals are required to furnish name.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: Information submitted voluntarily by general public and Congressional or other endorsers and sponsors.

Treasury/Mint 00.003

System name: Cash Receivable Accounting Information System—Treasury/Mint.

System location: Washington, DC, Bureau of the Mint, Warner Building, 501 13th Street, N.W. Philadelphia, PA, United States Mint, Independence Mall. Denver, CO, United States Mint, 320 West Colfax Avenue. San Francisco, CA, United States Assay Office, 155 Hermann Street. New York, NY, United States Assay Office, 32 Old Slip Street. Fort Knox, KY, United States Bullion Depository. San Francisco, CA, United States Old Mint, 88 Fifth Street.

Categories of individuals covered by the system: Employees and former employees of the Bureau of the Mint and the general public who have: (a) Served on jury duty when employed by the Bureau of the Mint. (b) Paid for lost government property belonging to the Mint. (c) Purchased numismatic items from Mint sales outlets.

Categories of records in the system: (1) Cash received from Mint employees who have served on jury duty or received witness fees. (2) Cash received from Mint employees and general public for lost government property, assay sample work and cash sales of over-the-counter numismatic items.

Authority for maintenance of the system: 5 USC 5537 (Fees for jury service); 31 USC 369 (Sale of numismatic items).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (A) Use: to record cash payment made to the Mint by employees, former employees and general public for services, lost government property and jury and witness fees. (B) Categories of Users: accounting office, managers and supervisors and government officials. (C) Purpose of Use—to account for cash receivables. (D) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Documents.

Retrievability: Name or number substitute.

Safeguards: Storage in filing cabinets with access by authorized accounting personnel.

Retention and disposal: General records control schedule, GAO rules and regulations, Bureau of the Mint Records Control Schedule, Destroyed in accordance with General Services Administration regulations.

System manager(s) and address: Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220, Financial Manager; Philadelphia, PA 19106, United States Mint, Independence Mall, Budget and Accounting Officer; Denver, CO 80204, United States Mint, 320 West Colfax Avenue, Budget and Accounting Officer; San Francisco, CA 94102, United States Assay Office, 155 Hermann Street, Budget and Accounting Officer; New York, NY 10005, United States Assay Office, 32 Old Slip Street, Budget and Accounting Officer; Fort Knox, KY 40121, United States Bullion Depository, Officer in Charge; San Francisco, CA 94103, United States Old Mint, 88 Fifth Street, Budget and Accounting Officer.

Notification procedure: Same as included in System Manager. An employee or former employee is required to show an identification such as: (A) Employee identification, (B) Driver's license, (C) Other means of identification including social security number and date of birth.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: Bureau employees and appropriate agency officials.

Treasury/Mint 00.004

System name: Confidential Statements of Financial Interest—Treasury/Mint.

System location: Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Employees, special employees, consultants, and advisers of the Bureau of the Mint who are required to file statements of financial interest.

Categories of records in the system: Statements of Employment and Financial Interests.

Authority for maintenance of the system: 18 U.S.C. 207, 208; 5 CFR 735.406 and 31 CFR 0.735-70 through 0.735-235.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Used to record, document, and maintain required financial interest statements submitted by Bureau employees under Treasury Department regulations.To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate Federal agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (b) Categories of users agency officials who have a need for the record in the performance of their duties and other Federal officials charged with law enforcement responsibilities. (c) Purpose to maintain current financial interest statements to avoid conflicts of interest. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents.

Retrievability: By name.

Safeguards: Files are kept in a locked metal file cabinet in an area accessible to authorized agency officials.

Retention and disposal: Records are maintained as long as the employee is with the Bureau.

System manager(s) and address: Personnel Officer, Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220.

Notification procedure: Same address and individual listed under System Manager. The employee may be required to show an identification such as: employee identification, driver's license; or other means of identification which will clearly identify an individual.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: Submitted by individual.

Treasury/Mint 00.005

System name: Current Employee Security Identification Record—Treasury/Mint.

System location: Philadelphia, Pennsylvania, United States Mint, Independence Mall. Denver, Colorado, United States Mint, 320 West Colfax Avenue. San Francisco, California, United States Assay Office, 155 Hermann Street. New York, New York, United States Assay Office, 32 Old Slip Street. West Point, New York, United States Bullion, Depository. Fort Knox, Kentucky, United States Bullion, Depository. San Francisco, California, United States Old Mint, 88 Fifth Street.

Categories of individuals covered by the system: Current Bureau of the Mint employees.

Categories of records in the system: Security information system used to verify proper admittance to restricted areas within the Mint facilities detailed under "LOCATION". The card record (Mint Form 8925) names the employee; provides date and place of birth; descriptive data on height, weight, hair and eyes; office and division in which employed; along with photograph and signature of the employee. The record also indicates approval by facility management for the issuance of personal identification to the employee, which is subsequently carried by the employee.

Authority for maintenance of the system: 40 U.S.C. 318—318c. Treasury Department Order No. 177-25, dated August 8, 1973.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Use: security access control. (b) Categories of Users: security Force Officers. (c) Purpose of Use: protection of persons and property. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Record is 5 inches x 8 inches card filed in Kardex Binder or circular-type index system.

Retrievability: Alphabetical by name.

Safeguards: Maintained in secure area by Security Force Officers.

Retention and disposal: Records are retained until separation of the employee and are destroyed upon termination in accordance with General Services Administration rules and regulations.

System manager(s) and address: Treasury Department, Bureau of the Mint, Warner Building, 501 13th St., N.W., Washington, D.C. 20220, Chief of Security (Coordinator); United States Mint, Independence Mall, Philadelphia, Pa. 19106, Security Officer (Facility Manager); United States Mint, 320 West Colfax Avenue, Denver, Colorado 80204, Security Officer (Facility Manager); United States Assay Office, 155 Hermann Street, San Francisco, Ca. 94102, Security Officer (Facility Manager); United States Assay Office, 32 Old Slip Street, New York, N.Y. 10005, Security Officer (Facility Manager); United States Bullion, Depository, West Point, New York 10996, Security Officer, NYAO (Facility Manager); United States Bullion Depository, Fort Knox, Kentucky 40121, Security Force Captain (Facility Manager); United States Old Mint, 88 Fifth Street, San Francisco, Ca. 94103, Security Force Captain (Facility Manager).

Notification procedure: Same as shown under System Manager. An employee is free to examine his card record upon request, after properly identifying himself as the employee of record. The following would be used to prove identity: (a) Employee identification; (b) Driver's license; (c) Other acceptable personal documents.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief of Security, Bureau of the Mint, Room 1037, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: Personal information provided by employee himself and identification approval by management staff.

Treasury/Mint 00.006

System name: Employee and Former Employee Travel and Training Accounting Information System—Treasury/Mint.

System location: Washington, DC, Bureau of the Mint, Warner Building, 501 13th Street, N.W. Philadelphia, PA, United States Mint, Independence Mall. Denver, CO, United States Mint, 320 West Colfax Avenue. San Francisco, CA, United States Assay Office, 155 Hermann Street. New York, NY, United States Assay Office, 32 Old Slip Street. Fort Knox, KY, United States Bullion Depository. San Francisco, CA, United States Old Mint, 88 Fifth Street.

Categories of individuals covered by the system: Employees and former employees of the Bureau of the Mint who have engaged in travel and training.

Categories of records in the system: (1) SF 1166 Voucher and Schedule of Payments with supporting documents such as: (A) SF 1012 Travel Voucher, (B) SF 1038 Application and Account for Advance of Funds, (2) Travel Authorities, (3) Government Travel Request SF 1169, (4) Request, Authorization, Agreement and Certification of Training.

Authority for maintenance of the system: 5 U.S.C. Chapter 41 (Training) and Chapter 57 (Travel).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (A) Use: To record travel and training information on all Mint employees and former employees for the purpose of making disbursements. (B) Categories of Users: Accounting office, managers and supervisors and government officials. (C) Purpose of Use: To administer the travel program of the Bureau in accordance with the regulations. Also, to assist the Personnel Division in administering the training program. (D) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Documents.

Retrievability: Name or number substitute.

Safeguards: Storage in filing cabinets with access by authorized accounting personnel.

Retention and disposal: General Records Control Schedule, GAO rules and regulations, Bureau of the Mint Records Control Schedule, Destroyed in accordance with General Services, Administration regulations.

System manager(s) and address: Bureau of the Mint, Warner Buildings, 501 13th Street, N.W., Washington, DC 20220, Financial Manager; Philadelphia, PA 19106, United States Mint, Independence Mall, Budget and Accounting Officer; Denver, CO 80204, United States Mint, 320 West Colfax Avenue, Budget and Accounting Officer; San Francisco, CA 94102, United States Assay Office, 155 Hermann Street, Budget and Accounting Officer; New York, NY 10005, United States Assay Office, 32 Old Slip Street, Budget and Accounting Officer; Fort Knox, KY 40121, United States Bullion Depository, Officer in Charge; San Francisco, CA 94103, United States Old Mint, 88 Fifth Street, Budget and Accounting Officer.

Notification procedure: Same as included in System Manager. An employee or former employee is required to show an identification such as: (A) Employee identification, (B) Drivers' license, (C) Other names of identification including social security number and date of birth.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems, and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: Bureau employees and appropriate agency officials.

Treasury/Mint 00.007

System name: Employee, Former Employee and Visitors, Occupational Safety and Health, Accident and Injuries Records; and Claims for Injuries or Damage Compensation Records—Treasury/Mint.

System location: Location and Category of Records Maintained: Washington, D.C., Bureau of the Mint, Warner Building, 501 13th St. N.W., Accident/Injury/Illness Records, Vehicle Accident, and Claims Against the Government; Philadelphia, Pennsylvania, United

States Mint, Independence Mall, Accident/Injury/Illness Records, Health Records, Motor Vehicle Accident Data, Claims Against the Government, Safety Equipment Logs, and Operators Training/Licensing; Denver, Colorado, United States Mint, 320 West Colfax Avenue, Accident/Injury/Illness Records, Health Records, Motor Vehicle Accident Data, Claims Against the Government, Safety Equipment Logs, and Operators Licensing; San Francisco, California, United States Assay Office, 155 Hermann Steet, Accident/Injury/Illness Records, Health Records, Motor Vehicle Accident Data, Claims Against the Government, Safety Equipment Logs, and Operators Training/Licensing; New York, New York, United States Assay Office, 32 Old Slip Street, Accident/Injury/Illness Records, Health Records, Motor Vehicle Accident Data, Claims Against the Government, and Safety Equipment Logs; West Point, New York, United States Bullion Depository, Accident/Injury/Illness Records, and Motor Vehicle Accident Data; Fort Knox, Kentucky, United States Bullion Depository, Accident/Injury/Illness Records, Motor Vehicle Accident Data, and Claims Against the Government; San Francisco, California, United States Old Mint, 88 Fifth Street, Accident/Injury/Illness Records, Motor Vehicle Accident Data, Claims Against the Government, Safety Equipment Issuance, and Operators Licensing.

Categories of individuals covered by the system: Bureau of the Mint employees, former employees and visitors to Mint offices and facilities, reporting accidents and injuries occurring on Federal Government property or in areas immediately adjacent to Government property, for which potential liability exists due to local laws.

Categories of records in the system: (See Location).

Authority for maintenance of the system: 29 U.S.C. 668; E.O. 11807, 28 U.S.C. 2680 et seq.; 31 CFR Part 3, 31 U.S.C. 240-243; 31 CFR Part 4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Information in these records is used for the following purposes: (a) Accident prevention, reduction and compilation of statistics. (b) Accident investigations. (c) Determination of Government liability under Federal Tort Claims Act. (d) Determination of Government liability under Military Personnel and Civilian Employees' Claims Act. (e) Determination of employee compensation benefits under Federal Employees' Compensation Act. (f) Health and medical treatment and care to employees and assuring industrial hygiene improvements. (g) Determining accountability for safety equipment. (2) Information in these records may be provided to appropriate agency officials and officials of the following other Federal agencies responsible for the administration of relevant programs or the evaluation, adjudication, litigation and settlement of claims by or against the Government: (a) Department of Labor, (b) Department of Justice, (c) General Accounting Office, (d) Civil Service Commission, (e) Social Security Administration, (3) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents.

Retrievability: by name.

Safeguards: Locked containers in Safety Health Office available to authorized personnel only.

Retention and disposal: Records are retained in accordance with General Records Control Schedules, and Bureau of the Mint Records Control Schedules; and are destroyed in accordance with General Services Administration rules and regulations.

System manager(s) and address: Treasury Department, Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220, Safety Officer; United States Mint, Independence Mall, Philadelphia, PA 19106, Safety Manager; United States Mint, 320 West Colfax Avenue, Denver, Colorado 80204, Safety Manager; United States Assay Office, 155 Hermann Street, San Francisco, California 94102, Safety Manager; United States Assay Office, 32 Old Slip Street, New York, New York 10005, Safety Manager; United States Bullion Depository, West Point, New York 10996, Safety Manager; United States Bullion Depository, Fort Knox, Kentucky 40121, Safety Manager; United States Old Mint, 88 Fifth Street, San Francisco, California 94103, Safety Manager.

Notification procedure: Same as included in System Manager. An employee or former employee is required to show an identification such as: (A) Employee identification, (B) Driver's license, (C) Other means of identification including social security number and date of birth.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: Employees, supervisors, medical staff, general public, and visitors to the facilities of the Bureau of the Mint.

Treasury/Mint 00.009

System name: Employee- Supervisor Performance, Evaluation, Counseling and Time and Attendance Records—Treasury/Mint.

System location: San Francisco Old Mint, 88 Fifth Street, San Francisco, California. San Francisco Assay Office, 155 Hermann Street, San Francisco, California. Denver Mint, 320 West Colfax Avenue, Denver, Colorado. Washington, D.C., Bureau of the Mint, Warner Building, 501—13th Street, N.W. Philadelphia Mint, Independence Mall, Philadelphia, Pa. New York, N.Y., United States Assay Office, 32 Old Slip Street. Fort Knox, Kentucky, United States Bullion Depository. West Point, N.Y., United States Bullion Depository.

Categories of individuals covered by the system: Bureau of the Mint employees and former employees.

Categories of records in the system: Information necessary for managers and supervisors to effectively carry out supervisory responsibilities. Included are such records as: copies of personnel actions, performance appraisal including production and control, disciplinary actions, overtime reports, tardiness reports, work assignments, training reports, applications for employment, home addresses, leave reports, employee awards. (Supervisors maintain varying combinations of the above records. Some supervisors may maintain all or none of the above records depending upon the nature and size of the operation or organization and the number of individuals supervised.)

Authority for maintenance of the system: 5 U.S.C. 301 and FPM Supplement 990—1, Section 3.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Use—Employee performance, evaluation, counseling and operational control. Categories of Users—Managers and supervisors throughout the Mint. Purpose of Use—To effectively carry out their personnel management responsibilities. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents maintained in folders.

Retrievability: By name.

Safeguards: Stored in file cabinets and desks of supervisors.

Retention and disposal: Retained as long as employee is under their supervision.

System manager(s) and address: Bureau of the Mint, Warner Building, 501 13th Street, N.W. 20220, Assistant Directors; United States Mint, Independence Mall, Philadelphia, Pa. 19106, Superintendent; United States Mint, 320 West Colfax Avenue, Denver, CO. 80204, Superintendent; United States Assay Office, 155 Hermann Street, San Francisco, CA. 94102, Officer-in-Charge; United States Assay Office, 32 Old Slip Street, New York, N.Y. 10005, Officer-in-Charge; United States Bullion Depository, Fort Knox, Kentucky 40121, Officer-in-Charge; United States Old Mint, 88 Fifth Street, San Francisco, CA. 94103, Officer-in-Charge; United States Bullion Depository, West Point, N.Y., Officer-in-Charge.

Notification procedure: Same as listed under system manager, Employee or former employee is required to show identification such as: I.D. card, driver's license.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: Contest: See access above.

Record source categories: Employees; previous employers; and appropriate agency officials.

Treasury/Mint 00.017

System name: Equal Employment Opportunity (EEO) Complaint Counseling Records - Treasury/Mint.

System location: Washington, D.C., Bureau of the Mint, Warner Building, 501 - 13th Street, N.W.; Philadelphia, Pennsylvania, United States Mint, Independence Mall; Denver, Colorado, United States Mint, 320 West Colfax Avenue; San Francisco, California, United States Assay Office, 155 Hermann Street; New York, New York, United States Assay Office, 32 Old Slip Street; San Francisco, Cali-

fornia, United States Old Mint, 88 Fifth Street; and Fort Knox, Kentucky, United States Bullion Depository.

Categories of individuals covered by the system: Employees and applicants for employment at the Bureau of the Mint.

Categories of records in the system: Allegations of Discrimination and all evidence collected during the counseling process.

Authority for maintenance of the system: Public Law 92-261; Executive Order 11478; 5 CFR Part 713.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Use - Informal processing of employee complaints of discrimination. Categories of users - Agency officials who have a need for the records in the performance of their duties. Purpose of use - Informal resolution of complaints of discrimination.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Folders of paper documents.

Retrievability: By name.

Safeguards: Stored in file cabinets and desks of Counselors and EEO Officer.

Retention and disposal: Indefinite.

System manager(s) and address: EEO Officer, Bureau of the Mint, Warner Building, 501 - 13th Street, N.W., Washington, D.C. 20220; EEO Officer, United States Mint, Independence Mall, Philadelphia, Pennsylvania 19106; EEO Officer, United States Mint, 320 West Colfax Avenue, Denver, Colorado 80204; EEO Officer, United States Assay Office, 32 Old Slip Street, New York, New York 10005; EEO Officer, United States Assay Office, 155 Hermann Street, San Francisco, California 94102; EEO Officer, United States Old Mint, 88 Fifth Street, San Francisco, California 94103; EEO Officer, United States Bullion Depository, Fort Knox, Kentucky 40121.

Notification procedure: See System Manager for address to which inquiries may be addressed. The individual must supply name.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the Systems Manager.

Contesting record procedures: See access above.

Record source categories: Information is voluntarily obtained from employee(s), management, applicants and pertinent documents.

Treasury/Mint 00.010

System name: Examination reports of coins forwarded to Mint from U.S. Secret Service—Treasury/Mint.

System location: Warner Building, 501 13th Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Individuals from whom U.S. Secret Service has seized coins suspected to be counterfeit or fraudulently altered.

Categories of records in the system: Reports prepared for U.S. Secret Service regarding the examination of the questioned coin or coins by Mint.

Authority for maintenance of the system: 18 U.S.C. 331, 485, 486, 489, 490 and 491.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Uses, to determine whether a coin is counterfeit or altered and submit report to U.S. Secret Service or other Federal agency charged with law enforcement responsibilities. To give expert testimony as to the coins examined in a criminal or civil proceeding before a Federal or state court. (b) Categories of users, agency officials who have a need for the records in the performance of their duties. (c) Purpose of use, to preserve the integrity of the coinage system by detecting counterfeit or altered coins and to assist in the enforcement of Federal counterfeiting statutes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents.

Retrievability: By name.

Safeguards: Files are kept in locked metal file cabinets in area accessible only to authorized agency officials.

Retention and disposal: Retained in accordance with Bureau of the Mint Records Control Schedule.

System manager(s) and address: Assistant Director for Technology, Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220.

Notification procedure: This system is proposed for exemption elsewhere in the Federal Register.

Record access procedures: This system is proposed for exemption elsewhere in the Federal Register.

Contesting record procedures: Contest: This system is proposed for exemption elsewhere in the Federal Register.

Record source categories: This system is proposed for exemption elsewhere in the Federal Register.

Systems exempted from certain provisions of the act: This system is proposed for exemption elsewhere in the Federal Register.

Treasury/Mint 00.011

System name: General Correspondence—Treasury/Mint.

System location: Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. United States Assay Office, 32 Old Slip, New York, NY. United States Old Mint, 88 Fifth Street, San Francisco, CA.

Categories of individuals covered by the system: Members of the public, Members of Congress, agency officials and other Federal agencies.

Categories of records in the system: Incoming correspondence and replies pertaining to the mission, function and operation of the Bureau of the Mint.

Authority for maintenance of the system: 31 U.S.C. 251, 253.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Use, to maintain documentation of information supplied by the agency to the correspondent. (b) Categories of users, appropriate agency officials. (c) Purpose of use, to provide documentation and reference for future correspondence. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents.

Retrievability: By name of correspondent.

Safeguards: Maintained in limited access area available only to appropriate agency officials.

Retention and disposal: In accordance with the General Services Administration's General Records Control Schedule and the Bureau of the Mint Records Control Schedule. Destroyed in accordance with General Services Administration regulations.

System manager(s) and address: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220. Superintendent, United States Assay Office, 155 Hermann Street, San Francisco, California 94102. Officer-in-Charge, United States Old Mint, 88 Fifth Street, San Francisco, California 94103.

Notification procedure: See System Manager for addresses to which inquiries may be addressed and addresses at which the individual may present a request as to whether a system contains records pertaining to himself. The individual must supply name.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: The general public, Members of Congress, agency and other Federal officials.

Treasury/Mint 00.016

System name: Grievances. Union/Agency Negotiated—Treasury/Mint.

System location: Washington, DC, Bureau of the Mint, Warner Building, 501-13th Street, N.W.

Philadelphia, PA, United States Mint, Independence Mall.
Denver, CO, United States Mint, 320 West Colfax Avenue.
San Francisco, CA, United States Assay Office, 155 Hermann Street.
New York, NY, U.S. Assay Office, 32 Old Slip Street.
San Francisco, CA, U.S. Old Mint, 88 Fifth Street.
Ft. Knox, KY, United States Bullion Depository.
West Point, NY, West Point Buillion Depository.

Categories of individuals covered by the system: Employees and former employees of the Bureau of the Mint.

Categories of records in the system: This system of records contains information or documents relating to employee grievances filed

under provisions of negotiated grievance procedures, including decision of appropriate third parties where applicable.

Authority for maintenance of the system: Executive Orders 11491, 11616, 11636 and 11838; negotiated agreements between Mint and exclusively recognized labor unions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) To process an employee grievance, including submission to an arbitrator and appeal to the Federal Labor Relations Council. (b) To refer a question of grievability or arbitrability to appropriate officials of the Department of Labor. (c) To provide information or disclose to the appropriate Federal agency in connection with civil litigation involving the Bureau of the Mint. (d) For additional routine uses see Treasury Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained in file folders or binders.

Retrievability: These records are filed by the names of the individuals on whom they are maintained or by the subject of the grievance.

Safeguards: Access to and use of these records are limited to those agency officials whose official duties require such access.

Retention and disposal: Retained in accordance with the Bureau of the Mint Records Control Schedules and destroyed in accordance with General Service Administration rules and regulations.

System manager(s) and address: For current and former employees:

Personnel Officer, Bureau of the Mint, Department of the Treasury, 15th & Pennsylvania Ave., NW., Washington, DC 20220.

Personnel Officer, U.S. Mint, Independence Mall, Philadelphia, PA 19106.

Personnel Officer, U.S. Mint, 320 Colfax Ave., Denver, CO 80204.

Personnel Officer, U.S. Assay Office, 155 Hermann Street, San Francisco, CA 94102.

Personnel Officer, U.S. Assay Office, 32 Old Slip Street, New York, NY 10005.

Personnel Officer, U.S. Old Mint, 88 Fifth Street, San Francisco, CA 94103.

Officer-in-Charge, U.S. Bullion Depository, Fort Knox, KY 40121.

Administrative Officer, West Point Bullion Depository, West Point, NY 10996.

Notification procedure: Individuals who have fled a grievance are aware of that fact and have been provided a copy of the record. They may, however, contact the Personnel Officer indicated above regarding the existence of such records pertaining to them. It is necessary to furnish information sufficient to verify the identity of the requester such as full name, date of birth, a brief description of the grievance and the approximate date of submission.

Record access procedures: Individuals who have filed a grievance about a decision or determination made by an agency or about conditions existing in an agency already have been provided a copy of the record. The contest, amendment, or correction of a grievance record is permitted during the prosecution of the grievance to whom the record pertains. However, after a grievance case has been closed, an individual may gain access to, or contest the official copy of the grievance record by writing the appropriate Personnel Officer indicated above. Individuals should provide their name; date of birth; a brief description of grievance and the approximate date of submission.

Contesting record procedures: See access above.

Record source categories: The sources of these records are indicated below. (a) Individual to whom the record pertains. (b) Agency officials. (c) Affidavits or statements from employee(s). (d) Testimonies of witnesses. (e) Official documents and correspondence relating to the grievance.

Treasury/Mint 00.012

System name: Investigatory Files on Theft of Mint Property—Treasury/Mint.

System location: Warner Building, 501 13th Street, N.W., Washington, D.C. 20220.

Categories of individuals covered by the system: Mint employees and members of public suspected of the theft of Government property.

Categories of records in the system: Name of individual; location of Mint facility; and theft item.

Authority for maintenance of the system: 18 U.S.C. 332, 641.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Uses, to investigate suspected theft of Government property on Mint premises. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate Federal agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto. (b) Categories of users, agency officials who have a need for the record in the performance of their duties and other Federal officials charged with law enforcement responsibilities. (c) Purpose, to safeguard and account for Government property; assist in enforcement of applicable Federal criminal statutes; and attempt to recoup value of property stolen. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents.

Retrievability: By name.

Safeguards: Files are kept in a locked metal file cabinet in an area accessible to authorized agency officials.

Retention and disposal: Retained in accordance with Bureau of the Mint Records Control Schedule and destroyed in accordance with General Services Administration rules and regulations.

System manager(s) and address: Chief, Office of Security, Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220.

Notification procedure: This system is proposed for exemption elsewhere in the Federal Register.

Record access procedures: This system is proposed for exemption elsewhere in the Federal Register.

Contesting record procedures: See access above.

Record source categories: This system is proposed for exemption elsewhere in the Federal Register.

Systems exempted from certain provisions of the act: This system is proposed for exemption elsewhere in the Federal Register.

Treasury/Mint 00.013

System name: Numismatic Coin Operations System (NUCOS) Records; Customer Mailing List and Order Processing Records for Coin Sets, Medals and Numismatic Items—Treasury/Mint.

System location: San Francisco, California, Old Mint, 88 Fifth Street, San Francisco, CA 94175. (Records concerning undelivered orders are maintained at the San Francisco Assay Office, 155 Hermann Street.)

Categories of individuals covered by the system: Customers for numismatic items.

Categories of records in the system: Names, addresses, order history of customers purchasing numismatic items and of individuals who wish to receive notification of numismatic offerings by the Mint.

Authority for maintenance of the system: 31 U.S.C. 324g, 324h, 369, 391(d); P.L. 89—81, P.L. 92—228; 31 CFR Part 92.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Use, generating order cards, acknowledgement cards, labels, and correspondence. (b) Categories of Users, appropriate agency officials. (c) Purposes of Use, to announce the availability of numismatic items produced by the Mint; process and acknowledge receipt of orders; process payments received from customers; mail and trace numismatic items ordered. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape, discs, paper and cards.

Retrievability: Name, customer number or order number.

Safeguards: CRT, password protection; only designated persons may request computer generated reports. Access to any information pertaining to any individuals' name is limited to only those individuals requiring the information to accommodate handling of transactions with the customers. Separation of functions; source documents maintained in one division and programming systems in another.

Retention and disposal: In accordance with the General Services Administration's General Records Control Schedule and the Bureau of the Mint Records Control Schedule. Destroyed in accordance with General Services Administration regulations. Order cards are retained two weeks, reports three months; they are then shredded. Customer names and addresses are maintained as long as they are active.

System manager(s) and address: Officer in Charge, San Francisco Old Mint, 88 Fifth Street, San Francisco CA 94175.

Notification procedure: Bureau of the Mint, 55 Mint Street, San Francisco, CA 94175. Individuals should supply order number as provided on order card or copy of both sides of cancelled check; customer number which appears on pre-punched order cards or on face of check.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: Members of the public; appropriate agency officials; and General Services Administration.

Treasury/Mint 00.014

System name: Purchases, Sales, Exchange and Assays of Precious Metals—Treasury/Mint.

System location: Washington, D.C., Bureau of the Mint, Warner Building, 501—13th Street, N.W. Philadelphia, PA, United States Mint, Independence Mall. Denver, CO, United States Mint, 320 West Colfax Avenue. San Francisco, CA, United States Assay Office, 155 Hermann Street. New York, NY, United States Assay Office, 32 Old Slip. San Francisco, CA, United States Old Mint, 88 Fifth Street.

Categories of individuals covered by the system: General public and Government agencies who had precious metal transactions with the Bureau of the Mint.

Categories of records in the system: Bar schedules, deposit tickets, reports on special assays, records of sales and purchases of precious metals.

Authority for maintenance of the system: 31 U.S.C. 327, 328, 335, 358, 360, 361, 362, 405a—1, 733 and 734. 31 CFR Parts 90 and 92.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Use, to record and accomplish sale, purchase, exchange or assay of precious metals. (b) Categories of users, appropriate agency officials and appropriate officials of the General Services Administration. (c) Purpose of use, to determine and verify that proper payments are made or correct charges are assessed for services rendered and to accomplish sale and purchase of precious metals. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents and computer magnetic tapes.

Retrievability: Name or assay number.

Safeguards: Metal file cabinet with locks and secured area available to authorized personnel only.

Retention and disposal: Bureau of the Mint Records Control Schedule.

System manager(s) and address: Bureau of the Mint, Warner Building, 501 13th Street, N.W., Washington, D.C. 20220, Financial Manager; Philadelphia, PA 19106, United States Mint, Independence Mall, Budget and Accounting Officer; Denver, CO 80204, United States Mint, 320 West Colfax Avenue, Budget and Accounting Officer; San Francisco, CA 94102, United States Assay Office, 155 Hermann Street, Budget and Accounting Officer; New York, NY 10005, United States Assay Office, 32 Old Slip Street, Budget and Accounting Officer; San Francisco, CA 94103, United States Old Mint, 88 Fifth Street, Budget and Accounting Officer.

Notification procedure: Same as included in System Manager. Member of the general public or Government agency is required to produce proper identification to satisfy the System Manager.

Record access procedures: For information on procedures for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: Same as access above.

Record source categories: General public; agency officials; and other Federal agencies.

Treasury/Mint 00.015

System name: Redemption of Uncurrent or Mutilated Coins—Treasury/Mint.

System location: United States Assay Office, 32 Old Slip, New York, N.Y. 10005.

Categories of individuals covered by the system: General public; financial institutions; and other Government agencies.

Categories of records in the system: Records of names, addresses and reference numbers pertaining to those submitting mutilated or uncurrent coins for exchange.

Authority for maintenance of the system: 31 U.S.C. 317c; 31 CFR Part 100.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Uses, issuance of payments in exchange of coins. (b) Categories of users, appropriate agency officials. (c) Purpose of use, to insure that payments are made to proper individuals, banks or Government agencies. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents.

Retrievability: By name or reference number.

Safeguards: Metal file cabinet with lock.

Retention and disposal: Retained in accordance with Bureau of the Mint Records Control Schedule and destroyed in accordance with General Services Administration rules and regulations.

System manager(s) and address: Budget and Accounting Officer, United States Assay Office, 32 Old Slip Street, New York, New York 10005.

Notification procedure: See System Manager. Individual is required to supply name and if available reference and/or settlement number.

Record access procedures: For information on procedure for gaining access to and contesting records, individuals may contact the following official: Chief, Information Systems and Documentation Branch, Bureau of the Mint, Room 912, Warner Building, Washington, D.C. 20220.

Contesting record procedures: See access above.

Record source categories: General public, financial institutions, and other Government agencies.

Treasury/BPD 00.001

System name: Personnel and Administrative Records—Treasury/BPD.

System location: Bureau of the Public Debt: Washington, D.C.; Parkersburg, West Virginia; Ravenswood, West Virginia; Williamstown, West Virginia. Federal Records Center: St. Louis, Missouri.

Categories of individuals covered by the system: Past, present and prospective employees.

Categories of records in the system: All personnel records not mentioned in this system, but maintained at the Bureau, are considered to belong to the Civil Service Commission and will be reported by that agency. (1) Personnel Folders (Temporary side): Contain the following types of records or information apart from official records, but which may duplicate or supplement official records: Pre-employment records and vouchering; orientation records; requests for personnel action; requests for training; performance evaluation records; letters of reference; debt correspondence; correspondence between employee and personnel office; disciplinary action papers; duplicate copies of personnel actions; payroll, leave and retirement benefits data; compensation forms and reports relating thereto; and tax check records, reduction-in-force data; requests for outside employment; merit promotion applications; and credit and employment verification. (2) Locator File: Contains the employee's office and home address and telephone numbers; emergency notification information and indication of permission or denial to disclose this information upon inquiry. (3) Applications for Employment File: Contains inquiries concerning employment, applicants' resumes and correspondence. (4) Upward Mobility Program Files: Contain but are not limited to, all pertinent information, such as applications, vouchering, correspondence, developmental plans and appraisal forms of candidates for said program. (5) Investigation Security Files: Contain background information and the results of investigations conducted by Internal Revenue Service, Secret Service, or other Federal agencies, on Bureau attorneys and certain other employees. (6) Awards Case Files: Contain reports and background data concerning awards for employees. (7) Informal Equal Employment Opportunity Complaint Files: contain records of informal EEO complaints and discussions thereon which have not reached the level of formal complaints. (8) Administrative Grievance Files: Contain informal or formal grievance complaints and background documentation. (9) General Correspondence Files: Contain inquiry and reply letters and documentation concerning general administrative, policy, transactional and personnel mat-

ters. (10) Union-related Files: Contain formal and informal, contractual and administrative grievance complaints and background documentation thereon; reports of union dues participation. (11) Merit Promotion Files: Contain records of competitive promotion actions, including but not limited to vacancy announcements, candidates considered, assessments of candidates, and disposition of applications. (12) Exit Interview Files: Contain records of employee's critique of Bureau, final interview, and supervisors' recommendations. (13) Suitability Files: Contain information documenting the suitability for employment of prospective and current employees, such as arrest records, National Agency checks and background information. (14) Budget Files: (a) Employee Travel Records File: Contains travel vouchers, authorization and receipts for travel which an employee performed in connection with official business and which is reimbursable by government funds. (b) Comprehensive Listing of Employee Master File: Contains salary, grade, leave, retirement, health-life insurance, tax, payroll deduction and other information. (c) Time and Attendance Records: Contain the daily posting of employee's leave and/or attendance. (15) Medical Records File: contains pre-appointment and fitness-for-duty medical reports and records. (16) Employee Relations files; containing, but not limited to, pertinent information on such matters as discipline, adverse actions, retirement, and compensation. (17) Confidential Financial Statements File: contains personal financial statements required by certain employees as defined in the Department's Minimum Standards of Conduct. (18) Classification Appeals File: contains statements and pertinent information relating to the adjudication of an appeal. (19) History of Employment File: contains service record cards.

Authority for maintenance of the system: Title 5 USC; Federal Personnel Manual; Executive Order 11478.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Within the Department of the Treasury, the aforementioned records are routinely used to determine the suitability of an applicant for employment; to verify an employee's orientation processing; to supplement official personnel records for clarification of personnel actions; to authorize deductions of state and/or local or District of Columbia taxes from an employee's salary for payroll functions; to provide information for determining the eligibility and suitability of an employee for promotion or award; to appraise an employee's performance following hiring or promotion; to judge the necessity for disciplinary action and to make record of the same; to inform an employee of his present leave and retirement benefits status; to make record of all correspondence exchanged between an employee and the Division of Personnel for reference purposes; to locate an employee in an emergency situation if the employee's permission was granted; to issue building passes and make record thereof; to record work-related injuries and illnesses and to process compensation therefor; to perform security investigations and to provide security clearance for attorneys and certain other employees in order to protect security information; to furnish Internal Revenue Service, Secret Service, and other Federal agencies with information in the course of their investigations; to document grievances or complaints of discrimination for purposes of hearing and passing decision on a case; to furnish management with information necessary for the hearing and resolution of administrative grievances and grievances arising within the framework of the labor-management framework; to record, analyze and approve travel expenditures; to furnish data needed by the Division of Budget and Accounts in the performance of its duties relating to the estimating and accounting for budget expenditures, maintaining records, providing payroll data to the Fiscal Service Payroll Facility, Bureau of Government Financial Operations, to the individual employee, and to supervisors who have need of such information in the performance of their duties; to maintain records of correspondence for reference and precedence purposes; to provide Federal income tax filing information on employees, GS grade 12 and above, for the purpose of tax checks; to process and document merit promotion actions; to conduct turnover studies; and to maintain records of those employees who have requested voluntary withholding of union dues.

Routine users of records within the Department are the Division of Personnel; the Division of Budget and Accounts; the Division of Management Services; the EEO Officers; Internal Revenue Service; Secret Service; and all other employees who have need of such information in the performance of their authorized duties.

Outside the Department of the Treasury, qualified information is routinely used to furnish other Federal Agencies with pre-employment information for hiring purposes; to verify debt complaints and employment data upon request by creditors; to respond to requests for information by Federal investigative agencies for the purpose of security or criminal investigation, and civil or criminal judicial proceedings; to provide data to the Civil Service Commission and other Federal agencies upon authorized requests; to supply data necessary for employee compensation; to provide union representatives, arbitrators, and other third parties responsible for the administration of the federal labor-management relations program with information needed, in the performance of their authorized duties under a Bureau-union contract or E.O. 11491, as amended; to disclose to Members of Congress who inquire on behalf of constituents; to disclose to next-of-kin, voluntary guardian and other representative or successor in interest of a deceased or incapacitated employee or former employee.

Routine users outside the Department are other Federal Agency Personnel Offices; the Civil Service Commission; U.S. Department of Labor, Office of Employees Compensation; State unemployment offices; union representatives, arbitrators, and other third-parties who have responsibilities and a Bureau-union contract or E.O. 11491, as amended, for the administration of the federal labor-management relations program as qualified in the routine use; creditors; Federal agencies; Members of Congress and next-of-kin; voluntary guardian and other representative or successor in interest.

For Additional Routine Uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Electronic media, paper and microfilm.

Retrievability: By name, and in some cases social security number.

Safeguards: Information is contained in secure buildings, Federal Records Centers, or in areas which are occupied by officers and responsible employees of the Bureau who are subject to the Bureau's personnel screening procedures and the Treasury Department Code of Conduct. Information stored in electronic media is safeguarded by automatic data processing security procedures in addition to physical security measures.

Retention and disposal: Records are maintained in accordance with GSA and CSC retention schedules. All records are destroyed by incineration, maceration or shredding. Records in electronic media are electronically erased using accepted techniques.

System manager(s) and address: For Administrative records: Commissioner of the Public Debt, 15th and New York Avenue, N.W., Washington, D.C. 20226. For Personnel records: Director of Personnel, Bureau of the Public Debt, 13th and C Streets, S.W., Washington, D.C. 20226.

Notification procedure: Address Administrative inquiries and initial requests for correction of records to: Privacy Act Request, Commissioner of the Public Debt, 15th and New York Avenue, N.W., Washington, D.C. 20226, (202) 376-0249. Address Personnel inquiries and initial requests for correction of records to: Privacy Act Request, Director of Personnel, Bureau of the Public Debt, 13th and C Streets, S.W., Washington, D.C. 20226, (202) 447-1297; or Privacy Act Request, Personnel Officer, Savings Bond Operations Office, Bureau of the Public Debt, 200 Third Street, Parkersburg, West Virginia 26101, (304) 422-8551.

Record access procedures: Individuals who wish to request access to records relating to them or who wish to request correction of records they believe to be in error should submit such requests pursuant to the procedures set out below in compliance with the applicable regulations (31 CFR Part 1, Subpart C Sections 1.7 & 1.8; 31 CFR Part 323). Requests which do not comply fully with these procedures may result in noncompliance with the request but will be answered to the extent possible.

Requests for access to records: (1) All requests for access to records should be in writing, signed by the individual concerned, and, in order for the Privacy Act procedures to apply, clearly indicate that the request is made pursuant to the Privacy Act of 1974. The Bureau reserves the right to require additional verification of an individual's identity in certain cases. (2) The request must specify the Bureau system of records within which the desired records are located as well as the categories of records within the system. These categories are set out in the applicable system of records description. (3) Requests for records concerning a deceased or incapacitated individual should be accompanied by either evidence of the requester's appointment as legal representative of the individual or his estate or by a statement attesting that no such representative has been appointed and giving the nature of the relationship between the requester and the individual.

Requests for correction of records: (1) All requests by an individual for correction of records relating to him should be in writing, be signed by him, and, in order for the Privacy Act procedures to apply, state that the request is made pursuant to the Privacy Act of 1974. (2) The request for correction should specify: (a) the dates of

the prior correspondence had with the Bureau concerning the records in question, (b) the specific records alleged to be incorrect, (c) the correction requested, and (d) the reasons therefor as well as any available evidence in support of the request.

Appeals from an initial denial of a request for correction of records: (1) All appeals from an initial denial of a request for correction of records must be in writing, be signed by the individual involved, and, in order for the Privacy Act procedures to apply, state that it is made pursuant to the Privacy Act of 1974. (2) All appeals must, to be handled under the Privacy Act procedures, be delivered to the address set forth for submission of appeals within 35 days of the individual's receipt of the initial denial of the requested correction. (3) All appeals must specify: (a) the records to which the appeal relates, (b) the date of the initial request made for correction of the records, and (c) the date that initial denial of the request for correction was received. (4) All appeals must also specify the reasons for the requester's disagreement with the initial denial of correction and should furnish any applicable evidence available in support of his appeal.

Contesting record procedures: See notification and access.

Record source categories: Information on records in the system is furnished by the individuals, by creditors, by supervisors, medical personnel, other employees, or as the result of security investigations.

Treasury/BPD 00.002

System name: United States Savings-Type Securities—Treasury/BPD.

System location: Bureau of the Public Debt, Washington, D.C. 20226 and Parkersburg, West Virginia 26101, Ravenswood, West Virginia 26164, Williamstown, West Virginia 26187, Federal Reserve Banks and Branches located at: Atlanta, Georgia; Baltimore, Maryland; Birmingham, Alabama; Boston, Massachusetts; Buffalo, New York; Charlotte, North Carolina; Chicago, Illinois; Cincinnati, Ohio; Cleveland, Ohio; Dallas, Texas; Denver, Colorado; Detroit, Michigan; El Paso, Texas; Jacksonville, Florida; Helena, Montana; Houston, Texas; Kansas City, Missouri; Little Rock, Arkansas; Louisville, Kentucky; Los Angeles, California; Memphis, Tennessee; Miami, Florida; Minneapolis, Minnesota; Nashville, Tennessee; New Orleans, Louisiana; New York, New York; Oklahoma City, Oklahoma; Omaha, Nebraska; Philadelphia, Pennsylvania; Pittsburgh, Pennsylvania; Portland, Oregon; Richmond, Virginia; Salt Lake City, Utah; San Antonio, Texas; San Francisco, California; Seattle, Washington and St. Louis, Missouri; and at Federal Records Centers located at: Waltham, Massachusetts; New York, New York; Philadelphia, Pennsylvania; Mechanicsburg, Pennsylvania; Washington, D.C.; East Point, Georgia; Chicago, Illinois; Kansas City, Missouri; Fort Worth, Texas; Denver, Colorado; San Francisco, California; Bell, California and Seattle, Washington.

Categories of individuals covered by the system: Present and former owners or first-named coowners of, claimants to, persons entitled to, and inquirers concerning United States savings-type securities and interest thereon—including but not limited to United States Savings Bonds, Savings Notes, Retirement Plan Bonds, and Individual Retirement Bonds. In addition, second-named coowners of Series G savings bonds.

Categories of records in the system: (1) Issuance: Records relating to registration, registers of issuance of securities and records of correspondence in connection with issuance of savings-type securities. (2) Holdings: Records documenting ownership, status, payments by date and account numbers, including inscription information; interest activity; correspondence in connection with notice of change of name and address, non-receipt of interest and over- and under-payments of interest; numerical registers of ownership. Such records include information relating to savings-type securities held in safekeeping in conjunction with the Department's program to deliver such securities to the owners or persons entitled. (3) Transactions (redemptions, payments and reissues): Records which include securities transaction requests; interest activity; legal papers supporting transactions, applications for disposition or payment of securities and/or interest thereon of deceased or incapacitated owners; records of retired securities; check payment records. (4) Claims: Records including correspondence concerning lost, stolen, destroyed or mutilated savings-type securities, bonds of indemnity, legal documents supporting claims for relief and records of caveats entered. (5) Inquiries: Records of correspondence with individuals who have requested information concerning savings-type securities and/or interest thereon.

Authority for maintenance of the system: Second Liberty Bond Act, as amended (40 Stat. 288) and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Within the Department of the Treasury, the information contained in this system of records is routinely used in connection with the issuance of securities, the payment of interest thereon, processing of claims therefor, responding to inquiries thereon, processing of transactions therein and the redemption and retirement thereof. Users for these purposes are officials, authorized employees and agents of the Department for the purpose of administering the Public Debt of the United States. Information in this system is also routinely furnished to the Internal Revenue Service for use by officials and authorized employees for the purpose of facilitating collection of tax revenues by the United States. In addition to these uses within the Department, records concerning holdings are routinely disclosed outside the Department as follows: (1) To the next-of-kin, voluntary guardian, legal representative or successor in interest of a deceased or incapacitated owner of securities, and others entitled in connection with reissue, distribution or payment thereof; users for this purpose are as described for the purpose of assuring equitable and lawful disposition of securities and/or interest. (2) Information is routinely furnished, when appropriate, pertaining to securities to the United States Secret Service for inclusion in the National Crime Information Center of the Federal Bureau of Investigation, to the Department of Justice and to other Federal agencies; users for this purpose are law enforcement officials, for the purpose of reducing monetary losses of the United States and to aid in law enforcement. (3) Information is routinely disclosed pertaining to holdings of securities, interest thereon and transactions therein to the Department of Justice in connection with lawsuits to which the Department is a party; and to Trustees in Bankruptcy; users are Federal officials for the purpose of carrying out their duties. (4) Information is routinely disclosed to the Veterans Administration and selected veterans publications in connection with attempts to locate owners, or their next of kin or persons otherwise entitled to bonds undeliverable and being held in safekeeping by the Department. (5) Information regarding records of holdings of securities registered in coownership form is routinely disclosed to either coowner upon request. Information regarding records of holdings for securities registered in beneficiary form ("P.O.D.") is routinely disclosed to the beneficiary named thereon provided acceptable proof of death of the registered owner is submitted. (Note: If the request for disclosure is made by the second-named coowner, or by a beneficiary the name or social security number of the first-named person must be furnished, except in the case of Series G savings bonds.) (6) Information regarding holdings is routinely disclosed to Members of Congress who inquire on behalf of constituents. (7) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in this system are stored in their original form in file cabinets, as information in electronic media or on microfilm.

Retrievability: Information can be retrieved alphabetically by name, bond serial numbers, or, in some cases, numerically by social security number. In the case of securities, except Series G savings bonds, registered in more than one name, information relating thereto can only be retrieved by the name or in some cases social security number of the first-named coowner.

Safeguards: Information is contained in secure buildings, Federal Records Centers, or in areas which are occupied by officers and responsible employees of either the Department who are subject to personnel screening procedures and the Treasury Department Code of Conduct, or by agents of the Department who are required by the Department to maintain proper control over records while in their custody. Additionally, since in most cases, numerous steps are involved in the retrieval process, unauthorized persons would be unable to retrieve information in a meaningful form. Information stored in electronic media is safeguarded by automatic data processing security procedures in addition to physical security measures.

Retention and disposal: Records of holdings are maintained permanently. Forms, documents and other legal papers which constitute the basis for transactions subsequent to original issue are maintained for such time as is necessary to protect the legal rights and interest of the U.S. Government and the persons affected, or otherwise until they are no longer historically significant. Other records are disposed of at varying intervals in accordance with records retention schedules reviewed and approved by the National Archives and Records Service, General Services Administration. All records are destroyed by shredding, incineration or maceration. Records in electronic media are electronically erased using accepted techniques.

System manager(s) and address: Commissioner of the Public Debt, 15th St. and New York Ave., N.W. Washington, D.C. 20226.

Notification procedure: Address inquiries to: Privacy Act Request, Assistant Commissioner of the Public Debt, Savings Bond Operations Office, 200 Third Street, Parkersburg, West Virginia 26101, (304) 422-8551. Inquiries should include the full name, social security number, address and security serial number(s), if known.

Record access procedures: Individuals who wish to request access to records relating to them or who wish to request correction of records they believe to be in error should submit such requests pursuant to the procedures set out below in compliance with the applicable regulations (31 CFR Part 1, Subpart C Sections 1.7 & 1.8; 31 CFR Part 323). Requests which do not comply fully with these procedures may result in noncompliance with the request but will be answered to the extent possible.

Requests for access to records: (1) All requests for access to records must be in writing, signed by the individual concerned, and, in order for the Privacy Act procedures to apply, clearly indicate that the request is made pursuant to the Privacy Act of 1974. The Bureau reserves the right to require additional verification of an individual's identity. (2) The request must specify the Bureau system of records within which the desired records are located as well as the categories of records within the system. These categories are set out in the applicable system of records description. (3) In the case of requests for information concerning holdings of securities, the type of security involved (e.g., Series E savings bond, Series H savings bond, savings note, retirement plan bond, etc.) must be specified. Additionally, the request should, to the extent possible, specify the approximate date of issue, serial number(s) and exact form of registration, including social security number and address. Requests which do not furnish all or some of the above information will be complied with to the extent possible but may be subject to the requirement that additional identificatory evidence be furnished. (4) Requests for information concerning records of holdings of securities except Series G savings bonds registered in coownership form must be accompanied by the name and, wherever possible, social security number of the first-named coowner. Requests for information concerning securities registered in beneficiary form must also be accompanied by the name and social security number of the owner thereof and, if made by the beneficiary, must be accompanied by proof of death of the registered owner. (5) Requests for records of holdings or other information concerning a deceased or incapacitated individual should be accompanied by either evidence of the requester's appointment as legal representative of the individual or his estate or by a statement attesting that no such representative has been appointed and giving the nature of the relationship between the requester and the individual.

Requests for correction of records: (1) All requests by an individual for correction of records relating to him should be in writing, be signed by him, and, in order for the Privacy Act procedures to apply, state that the request is made pursuant to the Privacy Act of 1974. (2) The request for correction should specify: (a) the dates of the prior correspondence had with the Bureau concerning the records in question, (b) the specific records alleged to be incorrect, (c) the correction requested, and (d) the reasons therefor, as well as any available evidence in support of the request.

Appeals from an initial denial of a request for correction of records: (1) All appeals from an initial denial of a request for correction of records must be in writing, be signed by the individual involved and, in order for the Privacy Act procedures to apply, state that it is made pursuant to the Privacy Act of 1974. (2) All appeals must, to be handled under the Privacy Act procedures, be delivered to the address set forth for submission of appeals within 35 days of the individual's receipt of the initial denial of the requested correction. (3) All appeals must specify: (a) the records to which the appeal relates, (b) the date of the initial request made for correction of the records, and (c) the date that initial denial of the request for correction was received. (4) All appeals must also specify the reasons for the requestor's disagreement with the initial denial of correction and should furnish any applicable evidence available in support of his appeal.

Contesting record procedures: See notification and access.

Record source categories: Information on records in this system is furnished by the individuals or their authorized representatives listed in "Categories of Individuals," by issuing agents for securities, or is generated within the system itself.

Treasury/BPD 00.003

System name: United States Securities (Other than Savings-Type Securities)—Treasury/BPD.

System location: Bureau of the Public Debt, Washington, D.C. 20226, Ravenswood, West Virginia 26164, Williamstown, West Virginia 26187, Federal Reserve Banks and Branches located at: Atlanta, Georgia; Baltimore, Maryland; Birmingham, Alabama; Boston, Massachusetts; Buffalo, New York; Charlotte, North Carolina; Chicago, Illinois; Cincinnati, Ohio; Cleveland, Ohio; Dallas, Texas; Denver, Colorado; Detroit, Michigan; El Paso, Texas; Jacksonville, Florida; Helena, Montana; Houston, Texas; Kansas City, Missouri; Little Rock, Arkansas; Louisville, Kentucky; Los Angeles, California; Memphis, Tennessee; Miami, Florida; Minneapolis, Minnesota; Nashville, Tennessee; New Orleans, Louisiana; New York, New York; Oklahoma City, Oklahoma; Omaha, Nebraska; Philadelphia, Pennsylvania; Pittsburgh, Pennsylvania; Portland, Oregon; Richmond, Virginia; Salt Lake City, Utah; San Antonio, Texas; San Francisco, California; Seattle, Washington and St. Louis, Missouri; and at Federal Records Centers located at: Waltham, Massachusetts; New York, New York; Philadelphia, Pennsylvania; Mechanicsburg, Pennsylvania; Washington, D.C.; East Point, Georgia; Chicago, Illinois; Kansas City, Missouri; Fort Worth, Texas; Denver, Colorado; San Francisco, California; Bell, California and Seattle, Washington.

Categories of individuals covered by the system: Present owners of, former owners of, subscribers to, claimants to, persons entitled to and inquirers concerning United States Treasury Securities (except savings-type securities) and interest thereon and such securities for which the Treasury acts as agent and interest thereon, including but not limited to Treasury Bonds, Notes and Bills, Adjusted Service Bonds, Armed Forces Leave Bonds, securities of the Federal Financing Bank, the Federal Housing Administration and the Farm Credit Administration.

Categories of records in the system: (1) Issuance: Records relating to tenders, bids, subscriptions, advices of shipment, requests (applications) for original issue and correspondence concerning erroneous issue and non-receipt of securities. (2) Holdings: Records of ownership and interest activity on registered United States securities (other than savings-type securities); change of name and address notices; correspondence concerning errors in registration, non-receipt of interest, over- and under-payments of interest; records of interest activity; records of unclaimed accounts; and letters concerning the New York State tax exemption for veterans of World War I. (3) Transactions (redemptions, payments, reissues, transfers and exchanges): Records which include securities transaction requests; legal papers supporting transactions; applications for transfer, disposition or payment of securities of deceased or incompetent owners; records of Federal estate tax transactions; file of certificates of ownership covering paid overdue bearer securities; records of erroneous redemption transactions; records of retired securities; and check payment records. (4) Claims: Records including correspondence concerning lost, stolen, destroyed or mutilated United States securities (other than savings-type securities) or securities for which the Treasury acts as agent and interest coupons thereon, bonds of indemnity, legal documents supporting claims for relief and records of caveats entered. (5) Inquiries: Records of correspondence with individuals who have requested information concerning United States Treasury securities (other than savings-type securities) or securities for which the Treasury acts as agent.

Authority for maintenance of the system: Second Liberty Bond Act, as amended (40 Stat. 288).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Within the Department of the Treasury, the information contained in this system of records is routinely used in connection with the issuance of securities, the payment of interest thereon, processing of claims therefor, responding to inquiries thereon, processing of transactions therein and the redemption and retirement thereof. Users for these purposes are officials, authorized employees and agents of the Department for the purpose of administering the Public Debt of the United States. Information in this system is also routinely furnished to the Internal Revenue Service for use by officials and authorized employees for the purpose of facilitating collection of tax revenues by the United States. In addition to these uses within the Department, records concerning holdings are routinely disclosed outside the Department as follows: (1) To the next-of-kin, voluntary guardian, legal representative or successor in interest of a deceased or incapacitated owner of securities and others entitled in connection with transfer, exchange, distribution or payment thereof; users for this purpose are as described for the purpose of assuring equitable and lawful disposition of securities and/or interest. (2) Information is routinely furnished pertaining to securities reported as lost or stolen to the United States Secret Service for inclusion in the National Crime Information Center of the Federal Bureau of Investigation, Department of Justice

and to other Federal agencies; users for this purpose are law enforcement officials, for the purpose of reducing monetary losses of the United States and to aid in law enforcement. (3) Information is routinely disclosed pertaining to holdings of securities and transactions therein to the Department of Justice in connection with lawsuits to which the Bureau is a party; users are law enforcement officials for the purpose of administration of justice. (4) Information concerning holdings of Armed Forces Leave Bonds is routinely furnished to the Veterans Administration in connection with redemption or disposition of these securities. Users of the resultant information furnished by the Veterans Administration are officers and authorized employees of the Bureau, for the purpose of making proper disposition of these bonds. (5) Information regarding records of holdings of securities registered in the names of two or more owners is routinely disclosed to either owner upon his request. (Note: requests for disclosure by owners other than the first-named owner should include the name or social security number of the first-named owner.) (6) Information regarding holdings is routinely disclosed to Members of Congress who inquire on behalf of constituents. (7) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in this system are stored in their original paper form and as information in electronic media and on microfilm.

Retrievability: Information can be retrieved alphabetically by name or, in some cases, numerically by social security number. In the case of securities registered in more than one name, which matured prior to January 1, 1973, information relating thereto can only be retrieved by the name or social security number of the first-named owner.

Safeguards: Information is contained in secure buildings, Federal Records Centers, or in areas which are occupied by officers and responsible employees of either the Department who are subject to personnel screening procedures and the Treasury Department Code of Conduct, or by Federal Reserve Banks and Branches as Fiscal Agents. Additionally, since in most cases, numerous steps are involved in the retrieval process, unauthorized persons would be unable to retrieve information in a meaningful form. Information stored in electronic media is safeguarded by automatic data processing security procedures in addition to physical security measures.

Retention and disposal: Records of holdings are maintained permanently. Forms, documents and other legal papers which constitute the basis for transactions subsequent to original issue are maintained for such time as is necessary to protect the legal rights and interests of the U.S. Government and the persons affected or otherwise until they are no longer historically significant. Other records are disposed of at varying intervals in accordance with records retention schedules reviewed and approved by the National Archives and Records Service, General Services Administration. All records are destroyed by shredding, incineration or maceration. Records in electronic media are electronically erased using accepted techniques.

System manager(s) and address: Commissioner of the Public Debt, 15th St. and New York Avenue, N.W., Washington, D.C. 20226.

Notification procedure: Address inquiries and initial requests for correction of records to: Privacy Act Request, Assistant Commissioner of the Public Debt, 13th and C Streets, S.W., Washington, D.C. 20226, (202) 964-7994. Inquiries should include the full name and social security number of the inquirer.

Record access procedures: Individuals who wish to request access to records relating to them or who wish to request correction of records they believe to be in error should submit such requests pursuant to the procedures set out below in compliance with the applicable regulations (31 CFR Part 1, Subpart C Sections 1.7 and 1.8; 31 CFR Part 323). Requests which do not comply fully with these procedures may result in noncompliance with the request but will be answered to the extent possible.

Requests and access to records: (1) All requests for access to records must be in writing, signed by the individual concerned, and, in order for the Privacy Act procedures to apply, clearly indicate that the request is made pursuant to the Privacy Act of 1974. The Bureau reserves the right to require additional verification of an individual's identity. (2) The request must specify the Bureau system of records within which the desired records are located as well as the categories of records within the system. These categories are set out in the applicable system of records description. (3) In the case of requests for information concerning records of holdings of securities, the type of security involved (e.g., Treasury Note, Armed Forces Leave Bond, Adjusted Service Bond, etc.) must be specified. Additionally, the request should, to the extent possible, specify: the loan and issue thereof, approximate date of issue, denomination, serial number and form of registration, including address. Requests which do not furnish some or all of the latter information will be complied with to the extent possible but may be subject to the requirement that additional identificatory evidence be furnished. (4) Requests for records of holdings of securities which matured prior to January 1, 1973 registered in the name of more than one person must include the name and, wherever possible, social security number of the first-named owner. (5) Requests for records of holdings or other information concerning a deceased or incapacitated individual must be accompanied by either evidence of the requester's appointment as legal representative of the individual or his estate or by a statement attesting that no such representative has been appointed and giving the nature of the relationship between the requester and the individual.

Requests for correction of Records: (1) All requests by an individual for correction of records relating to him should be in writing, be signed by him, and, in order for the Privacy Act procedures to apply, state that the request is made pursuant to the Privacy Act of 1974. (2) The request for correction should specify: (a) the dates of the prior correspondence had with the Bureau concerning the records in question, (b) the specific records alleged to be incorrect, (c) the correction requested, and (d) the reasons therefor as well as any available evidence in support of the request.

Appeals from an initial denial of a request for correction of records: (1) All appeals from an initial denial of a request for correction of records must be in writing, be signed by the individual involved and, in order for the Privacy Act procedures to apply, state that it is made pursuant to the Privacy Act of 1974. (2) All appeals must, to be handled under the Privacy Act procedures, be delivered to the address set forth for submission of appeals within 35 days of the individual's receipt of the initial denial of the requested correction. (3) All appeals must specify: (a) the record to which the appeal relates, (b) the date of the initial request made for correction of the records, and (c) the date that initial denial of the request for correction was received. (4) All appeals must also specify the reasons for the requestor's disagreement with the initial denial of correction and should furnish any applicable evidence available in support of his appeal.

Contesting record procedures: See Notification and Access above.

Record source categories: Information contained in records in the system is furnished by individuals listed in "Categories of Individuals" or those specifically authorized by the individuals to act on their behalf; or is generated within the system itself.

Treasury/FLETC 00.001

System name: FLETC Payroll System—Treasury/FLETC.

System location: FLETC, Office of Administration, Administration Building, Glynco, Georgia, 31520.

Categories of individuals covered by the system: Any person employed by or detailed to the Center.

Categories of records in the system: All payroll records including Standard Forms 50 and 52, leave status, training authorizations and retirement records.

Authority for maintenance of the system: Treasury Order No. 217, dated July 1, 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Compilation of all required accounting, payroll functions and reports. GAO and Treasury audits. Related FLETC accounting and financial procedures. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: Name.

Safeguards: Physical Security, personnel screening and security check list are all utilized to prevent unauthorized disclosure of records.

Retention and disposal: Retained indefinitely, except retirement records which are transferred at the departure of the employee.

System manager(s) and address: FLETC, Office of Administration, Administration Building, Glynco, Georgia 31520.

Notification procedure: The individual must provide full name, date of birth, dates of employment with, or date of application of employment to the Center to: FLETC, Office of Administration, Administration Building, Glynco, Georgia 31520.

Record access procedures: By formal letter to the System Manager.

Contesting record procedures: See Access above.

Record source categories: Personnel documents and payroll documents computed by the Bureau of Government Financial Operations.

Treasury/FLETC 00.002

System name: FLETC Trainee Records and FLETC Instructor Records—Treasury/FLETC.

System location: FLETC Office of Administration, Administration Building, Glynco, Georgia 31520.

Categories of individuals covered by the system: Any person who officially attends a formal FLETC training program and all instructors engaged in teaching the FLETC training programs.

Categories of records in the system: Trainee records: personal background information supplied by the trainee; grades and performance evaluation, student advisory form and relevant public health records. Instructor records: personal background information supplied by the instructor, and teaching qualifications. All records described in this system are other than records described and reported by the Civil Service Commission on behalf of all agencies.

Authority for maintenance of the system: 5 U.S.C. 301, 5 U.S.C. 4101-4118, Executive Order 11348, Treasury Order No. 217 (Revision 1) dated July 1, 1970 and Memorandum of Understanding for the Sponsorship and Operation of the Consolidated Federal Law Enforcement Training Center, dated September 30, 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure upon request to the individual himself, the individual's parent agency, and to any other agency or organization at the request of the individual.

To the Civil Service Commission concerning pay, leave, benefits, retirement deductions, and other information necessary for the Commission to carry out its government-wide personnel management functions. For additional routine uses, see Appendix AA, 40 FR 56419—56420, December 2, 1975.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic disc storage except for health records which are maintained on paper files.

Retrievability: Name and class number.

Safeguards: Access to these systems of records will be controlled by software and hardware procedures. Software will be used to ensure, in all technically feasible ways, that data cannot be made available to unauthorized persons. User—identifiers and passwords will be used where feasible to protect the data. Physical security will protect all terminals and magnetic disc files from access by unauthorized persons. Offices will be locked except when authorized persons are present.

Retention and disposal: All records maintained indefinitely.

System manager(s) and address: Assistant Director for Administration, Office of Administration, Administration Building, FLETC, Glynco, Georgia 31520.

Notification procedure: The individual must provide full name, social security number, date of birth, parent agency, type of course and approximate dates of attendance to the system manager.

Record access procedures: By written request to the system manager.

Contesting record procedures: By written request of the System Manager.

Record source categories: The trainee himself and members of the staff responsible for grading, rating or evaluating the trainee.

Instructors. The instructor himself and staff members responsible for upgrading the instructor's teaching qualifications.

Treasury/FLETC 00.003

System name: FLETC Confidential Financial Records—Treasury/FLETC.

System location: FLETC, Office of the Director, Administration Building, Glynco, Georgia 31520.

Categories of individuals covered by the system: Employees classified at GS-12 or above who are in positions identified as positions the basic duties and responsibilities of which require the incumbent to exercise judgment in making a Government decision or in taking Government action on contracting or procurement. Specifically, All officials GS-15 and above

Assistant Director, Special Training Division
Deputy Associate Director for Administration
Administrative Services Officer
Chief, Instructional Services Division
Procurement Officer
Supervisory General Engineer
Facility Management Specialist
Public Information Specialist
Financial Management Specialist
Executive Assistant
Staff Assistant, Office of Training

Categories of records in the system: All information required by or related to employment and financial interest of GS-12 and above employees.

Authority for maintenance of the system: Federal Personnel Manual Chapter 735 and Executive Order 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide certification to the Civil Service Commission that Statements of Employment and Financial Interests are on file for each employee and special Government employees required to submit such statement under the regulations of the employing agency. Also, information for the agency head only to be disclosed upon his determination or that of the Chairman of the U.S. Civil Service Commission for good cause shown. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: Name.

Safeguards: Physical Security, personnel screening and security check list are all utilized to prevent unauthorized disclosure of records.

Retention and disposal: Retained and updated annually and destroyed at the departure of employee from FLETC rolls.

System manager(s) and address: Director, FLETC, Administration Building, Glynco, Georgia 31520.

Notification procedure: The individual must provide full name, date of birth, dates of employment with the Center to: Director, FLETC, Administration Building, Glynco, Georgia 31520.

Record access procedures: By formal letter to the System Manager.

Contesting record procedures: See Access above.

Record source categories: The employee on whom the record is maintained.

Treasury/FLETC 00.004

System name: FLETC Employee Records—Treasury/FLETC.

Personnel records Schedule 1 Item 9 1 yr.
Health records GRS 1 21 6 yr.
Training records Schedule 1 25c 1 yr.
Vehicle records 11 4a 3 mo.
Equal Employment Opportunity records 1 20b 1 yr.
Locator records 11 4a 3 mo.
Identification records 11 4a 3 mo.
Equipment control records:
Property pass files 18 10 3 mo.
Lost, stolen, and found files 18 13b 1 yr.
Key files 18 14b 2 mo.

System location: FLETC, Office of Administration, Administration Building, Glynco, Georgia 31520.

Categories of individuals covered by the system: Employees, Past Employees, Employee Prospects, Contract Personnel.

Categories of records in the system: Personnel, Health, Training, Vehicle Registration, Equal Employment Opportunity, locator Cards, Identification Records, and Equipment Control Rosters, consisting of records other than those described and reported by the Civil Service Commission on behalf of all agencies.

Authority for maintenance of the system: 5 U.S.C. 301, 5 U.S.C. 4101 et seq., Executive Order No. 11348, April 20, 1967, Treasury Order 217 (Revision 1), dated July 1, 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Personnel recruitment and management, management of health, unit, vehicle control, equipment control, equal employment opportunity program. Disclosure to the individual himself and the individual's parent agency. Health records to the U.S. Department of Labor and the U.S. Department of Health, Education, and Welfare as required by regulation. To the Civil Service Commission concerning pay, leave, benefits, retirement deductions, and other information necessary for the Commission to carry out its government-wide personnel management functions. For addi-

tional routines uses, see Appendix AA, 40 FR 56419-56420, December 2, 1975.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper files.

Retrievability: Name.

Safeguards: Physical security, personnel screening and security check lists are all used to prevent unauthorized disclosure of records.

Retention and disposal: Disposition as prescribed by the schedules attached to Treasury Directives Manual chapter TD 80, Section 05.B, 5-12-76, except for health records covered by the General Service Administration's General Records Schedule 1 (GRS 1):

System manager(s) and address: Assistant Director for Administration, Office of Administration, Administration Building, FLETC, Glynco, Georgia 31520.

Notification procedure: The individual must provide full name, date of birth, and dates of employment with the Center to the system manager.

Record access procedures: By written request to the system manager.

Contesting record procedures: By written request to the system manager.

Record source categories: The employee on whom the record is maintained, prior employers, and FLETC.

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Treasury/IRS 10.001

System name: Biographical Files, Public Affairs—Treasury/IRS.

System location: National, Regional and District Offices and Service Centers (see IRS Appendix A).

Categories of individuals covered by the system: IRS Employees.

Categories of records in the system: Records are biographical data on key IRS employees.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records are available to the public pursuant to the Freedom of Information Act, 5 U.S.C. 552.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Stored in file cabinets without locks.

Retrievability: By name.

Safeguards: Office doors locked at night.

Retention and disposal: Generally governed by the Records Management Handbook IRM 1(15)59.

System manager(s) and address: Assistant to the Commissioner (Public Affairs), Regional, District and Service Centers (see IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant to the Commissioner (Public Affairs), IRS, Washington, D.C. 20224, for national office file. See Appendix A for appropriate address for regional and district office or service center files.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed as in Notification Procedures.

Contesting record procedures: See Access.

Record source categories: Information is supplied by the IRS official on an IRS biographical data form.

Treasury/IRS 10.004

System name: Subject Files, Public Affairs—Treasury/IRS.

System location: National, Regional and District Offices and Service Centers (see IRS Appendix A.).

Categories of individuals covered by the system: In general, records are maintained on individuals whose names have been mentioned in the press in connection with their relationship with IRS.

Categories of records in the system: The records include correspondence, newspaper clippings, inter-office memoranda and similar documents.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of these records are available to the public pursuant to the Freedom of Information Act, 5 U.S.C. 552.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are stored in file cabinets without locks.

Retrievability: Alphabetical by subject.

Safeguards: Office doors locked at night.

Retention and disposal: Generally governed by the Records Management Handbook IRM 1(15)59.

System manager(s) and address: Assistant to the Commissioner (Public Affairs), Regional, District and Service Centers (see IRS Appendix A.).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant to the Commissioner (Public Affairs), IRS, Washington, D.C. 20224, for national file. See Appendix A for appropriate address for regional and district office or service center files.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed as in Notification Procedures.

Contesting record procedures: See Access.

Record source categories: Records generally are clippings from news media, newspapers, magazines, and similar sources, internal documents and memoranda.

Treasury/IRS 21.001

System name: Tax Administration Advisors Resources File, Tax Administration Advisory Services Division—Treasury/IRS.

System location: National Office.

Categories of individuals covered by the system: Past and potential tax administration advisors who have served or indicated an interest in serving as advisors assignments, and selected officials engaged in tax administration and related fields.

Categories of records in the system: Locator cards and lists with names, addresses, telephone numbers, and organizational affiliations of officials engaged in tax administration and IRS employees and others who have been or have indicated an interest in tax advisory assignments; for employees serving or having served with TAAS, work assignment folders including passports and ID(AID) cards; application folders of potential advisors, including information on experience of applicants; bio-data sketches on IRS and others engaged in tax administration and related fields.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintained for reference in obtaining and presenting information related to tax administration, and for administrative selection and processing of overseas and domestic assignments. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper

Retrievability: By individual name.

Safeguards: Access limited to authorized persons. File kept in locked file or locked room.

Retention and disposal: Disposed when no longer useful for official use.

System manager(s) and address: Director, Tax Administration Advisory Services Division, National Office (See IRS Appendix A).

Notification procedure: See System Manager above.

Record access procedures: See System Manager above.

Contesting record procedures: See System Manager above.

Record source categories: From the individual, from the organization with which he is associated, or from other knowledgeable experts in the field of Tax Administration.

Treasury/IRS 22.003

System name: Annual Listing of Undelivered Refund Checks, TX:R —Treasury/IRS.

System location: Internal Revenue Service Centers and District Offices (see IRS Appendix A).

Categories of individuals covered by the system: Taxpayers whose refund checks have been returned as undeliverable since the last Annual Listing of Undelivered Refund Checks was produced.

Categories of records in the system: Taxpayer entity information (Name, Street Address, City, State, Zip Code and Taxpayer Identification Number) and records containing tax module information (Tax Period, Amount of Credit Balance and Control Document Locator Number).

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Individuals entitled to undeliverable refund checks will be notified of such checks by publication of their names in the news media.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper document stored in files.

Retrievability: Information is retrievable by taxpayer's name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: The policies and practices regarding retention and disposal are as specified in the Records Retention Handbook published by the Service.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.005

System name: Audit Underreporter Case File, TX:R Treasury/IRS.

System location: National Computer Center (NCC) Martinsburg, W. Va. (See IRS Appendix A.)

Categories of individuals covered by the system: Recipients of income who appear not to have declared on their income tax returns (Forms 1040 and 1040A) all income paid to them in the tax year under study.

Categories of records in the system: Records maintained are taxpayer (i.e., payee) entity records containing payee name, address, taxpayer identification number, and other indicators relating to entity maintenance; and income records containing the types and amounts of income received, and information identifying the income payer.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: On magnetic tape.

Retrievability: By matching on SSN and name control.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retained for one year; then data are magnetically erased.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX), National Office. Officials maintaining the system—Directors, Internal Revenue Service Centers. See IRS Appendix A for locations.

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 22.011

System name: File of Erroneous Refunds, TX:R Treasury/IRS.

System location: Internal Revenue Service Center. (See IRS Appendix A.)

Categories of individuals covered by the system: Taxpayers issued erroneous refunds.

Categories of records in the system: Case reference name, number, control number, date of erroneous refund, statute expiration date, status of case and location.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper document file.

Retrievability: Retrieved by name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retained four years then destroyed.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.012

System name: Collection Case File, TX:R Treasury/IRS.

System location: National Computer Center (NCC), Martinsburg, W. Va. (See IRS Appendix A.)

Categories of individuals covered by the system: Recipients of income who appear not to have filed income tax returns (Forms 1040 or 1040A) for the tax year in which that income was paid to them.

Categories of records in the system: Records maintained are taxpayer (i.e., payee) entity records containing payee name, address, taxpayer identification number, and other indicators relating to entity maintenance; and income records containing the types and amounts of income received, and information identifying the income payer.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: On magnetic tape.

Retrievability: By matching on SSN and name control.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retained for up to one and a half years, then data are magnetically erased.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 22.026

System name: FORM 1042S Index By Name of Recipient, TX:R/ Treasury-IRS.

System location: PHILADELPHIA SERVICE CENTER (See IRS Appendix A).

Categories of individuals covered by the system: Non-resident aliens and U.S. citizens living abroad whose taxes are covered by IR Chapter 3 Withholding.

Categories of records in the system: Records include taxpayer's name, address, tax data, country of residence and Employer Identification Number and name of withholding agent.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Microfilm.

Retrievability: By taxpayer name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retained at PSC 5 years, then at Federal Records Center 25 years.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Director, Philadelphia Internal Revenue Service Center (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act. (See IRS Appendix A).

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.027

System name: Forms filed by U.S. Citizens or Residents relating to Foreign Companies, TX:R-Treasury/IRS.

System location: Philadelphia Internal Revenue Service Center and its servicing Federal Records Centers (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers who file Forms: 957—Foreign Personal Holding Company; 958—Foreign Personal Holding Company; 959—Return by an Officer, Director, or Shareholder—With Respect to the Organization or Reorganization of a Foreign Corporation and Acquisition of its Stock.

Categories of records in the system: Forms filed by the taxpayer and case documents determined by the Service to be related.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These are paper document files.

Retrievability: Documents are stored and retrieved by Document Locator Numbers.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retention and Disposal Instructions for paper documents in these files is as specified in the Records Disposition Handbook, Service Centers, IRM 1(15)59-206.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act. (See IRS Appendix A).

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.032

System name: Individual Microfilm Retention Register, TX:R—Treasury/IRS.

System location: All IRS Service Centers and District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Categories of individuals on whom records are maintained are: (a) For Individual Master File (IMF) registers—Individuals who file, or may be required to file, individual tax returns such as Form 1040 or 1040A, and (b) For Residual Master File (RMF) registers—Individuals who file, or may be required to file, or are otherwise responsible for returns relating to airways, motor vehicles, wagering, beer, etc., coin operated amusement devices, gift taxes or estate taxes, including return forms such as, 4638, 709, 706, 2290, 11, 11B, 11C and 730.

Categories of records in the system: The categories of records maintained are abstracts of tax and/or entity modules that have been removed from the IMF or RMF. These abstract records indicate the taxpayer name, identification number, specific tax returns, document locater number, tax years, debit and credit amounts, balances, and other transactions which have been recorded relative to the module(s).

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Microfilm Tape.

Retrievability: IMF Reference Register (for IMF Register only), identification number, Tax Period, name, and type of tax (for RMF Register). Methods of retrievability are explained in the Research Operations Handbook.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: The policies and practices regarding storage, retention, and disposal are as specified in the Records Retention Handbook.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.034

System name: Individual Returns Files, Adjustments and Miscellaneous Documents Files. TX:R—Treasury/IRS.

System location: Internal Revenue Service Centers and Federal Records Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers who have had changes made to their accounts, or have had information posted to the Individual Master file or the Residual Master File, as a result of filing returns, applications, or other documents, or as a result of actions initiated by the Service.

Categories of records in the system: A variety of records reflecting tax matters which have served as input documents or supporting documentation for entries on the Individual Master File or the Residual Master File, including tax return forms, declarations, applications, case records, processing documents, vouchers, computer notices, posting and correction forms, and similar records.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper document files.

Retrievability: Documents are stored and retrieved by Document Locator Numbers. The Document Locator Numbers can be determined by reference to the Individual Master File or Residual Master File entries for the individual to whom they relate.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retention and Disposal Instructions for paper documents in these files is as specified in the Records Disposition Handbook, Service Centers, IRM 1(15)59-206.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.036

System name: Interest Equalization Tax Forms File, TX:R—Treasury/IRS.

System location: Federal Records Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers who filed Forms: 3969—Notice of Acquisition of Original or New Japanese Debt Obligation, 4410—Interest Equalization Tax—Quarterly Return of Tax Withheld by Participating Firm, 4363—Notice of Acquisition of Stock Pursuant to Conversion of an Original or New Japanese Debt Obligation, 4322—Validation Certificate of Prior American Ownership and Interest Equalization Tax Compliance, 3845—Interest Equalization Tax—Broker's Quarterly Information Return, 3779—Notice of Acquisition of Original or New Canadian Stock or Debt Obligation.

Categories of records in the system: Forms filed by the taxpayer and case documents determined by the Service to be related.

Authority for maintenance of the system: 5. U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These are paper document files.

Retrievability: Documents are stored and retrieved by taxpayer name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retention and Disposal Instructions for paper documents in these files is as specified in the Records Disposition Handbook, Service Centers, IRM 1(15)59-206.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.043

System name: Potential Refund Litigation Case Files, TX:R—Treasury/IRS.

System location: Internal Revenue Service Centers and Federal Records Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayer who have indicated to the Service that they may file suit against the service for a refund.

Categories of records in the system: Forms filed by the taxpayer and case documents determined by the Service to be related.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: This is a paper document file.

Retrievability: Documents are stored and retrieved by taxpayer name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: Retention and Disposal Instruction for paper document in these files is as specified in the Records Disposition Handbook, Service Centers, IRM 1 (15) 59-206.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.044

System name: P.O.W.—M.I.A. Reference File, TX:R—Treasury/IRS.

System location: Austin Service Center and each district office. (See IRS Appendix A).

Categories of individuals covered by the system: P.O.W./M.I.A.—originated from Department of Defense lists.

Categories of records in the system: Lists of P.O.W./M.I.A., Regulations, Rulings, and Instructions as to how to handle specific tax questions relating to their special tax status, copies of individual tax returns, claims, and other documents germane to specific clases.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents in file folders.

Retrievability: Cases filed alphabetically by last name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: All cases have been retained and no current provisions have been established for disposal.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Director, Internal Revenue Austin Service Center and District Directors of Internal Revenue. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedure for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.054

System name: Subsidiary Accounting Files, TX:R—Treasury/IRS.

System location: Internal Revenue Service Centers and Dsitrict Offices. (See IRS Appendix A.)

Categories of individuals covered by the system: The categories of individuals on whom records are maintained are taxpayers affected by one or more of the transactions reflected in the categories of records listed below.

Categories of records in the system: The types of records maintained in the system are documents containing entity information (name, address, taxpayer identification number or employer identification number and other information necessary to identify the taxpayer) and accounting information relevant to one of the following categories: funds held pending, disposition and not applied to the taxpayer's liability at present, properties, tangible or intangible, now in the custody of the Interal Revenue Service, counterfeit money, misappropriations or robbery of Internal Revenue Service funds, credits which cannot be applied to a specific taxpayer account at this time, accounts transferred to other Service Centers or agencies, substantiation for the receipt of funds collected by the Service for other agencies, abatements or assessments of tax on individuals, deposits received from taxpayers, refunds to taxpayers, taxpayer accounts written off by the Service as uncollectible, credits allowed taxpayers requiring special consideration due to processing constraints, litigation, seized and acquired property and Offers-in-Compromise.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Subsidiary Accounting Files consist of paper documents stored in files.

Retrievability: Records are retrievable by Social Security No. and by name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: Records are retired to the Records Center and are retrieved by request from authorized individuals where account substantiation is necessary. Policies regarding disposal are as specified in the Records Retention Handbook published by the Service.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are no subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account. Some Justice Department investigations are an additional source for the information contained in litigation case files.

Treasury/IRS 22.058

System name: Tentative Carryback Allowance File; TX:R—Treasury/IRS.

System location: Internal Revenue Service Centers. (See IRS Appendix A.)

Categories of individuals covered by the system: Taxpayers who have filed for a tentative carryback adjustment.

Categories of records in the system: records of tentative carryback adjustment Form 6902, including taxpayer name, address, and identifying number, tax years involved, amounts of tax decrease, and date Notice of Disallowance (if any) mailed.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These are paper document files

Retrievability: Taxpayer name and/or identification number.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: Retention and Disposal Instruction for paper documents in these files is as specified in the Records Disposition Handbook, Service Centers, IRM 1 (15) 59-206.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedure for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.059

System name: Unidentified Remittance File, TX:R—Treasury/IRS.

System location: Internal Revenue Service Centers. See IRS Appendix A for locations.

Categories of individuals covered by the system: Remittances which have been received but cannot be positively identified, either as to the taxpayer who sent it or the tax period to which it is to be applied.

Categories of records in the system: Each record contains a fourteen digit unidentified remittance (UR) control number, the amount, received date, and all known identifying data. In addition, the URF contains a record of all doubtfully applied Estimated Tax (ES) credits. The ES record contains the taxpayer's name, address, type of payment, taxpayer identification number, tax period, received date, money amount, and the transaction document locator number (DLN).

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This file is used only to report Revenue Receipts Breakout and total amount shown on General Ledger to U.S. Treasury. The file is an internal file and contains a record of each remittance which is received but cannot be positively identified, either as to the taxpayer who sent it or the tax period to which it is to be applied.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Disk Storage

Retrievability: Remittance amount, Unidentified Remittance Control Number, taxpayer name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: 180 days after the amount is reduced to zero balance.

System manager(s) and address: Offical prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Record access procedures: Indivduals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries, should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Remittances received from taxpayers that cannot be positively identified either as to the taxpayer who sent it or the type of tax to which it is to be applied.

Treasury/IRS 22.060

System name: Unit Ledger Cards, TX:R—Treasury/IRS.

System location: Internal Revenue Service Centers and Records Center.

Categories of individuals covered by the system: Records are maintained on taxpayers having accounts with the Internal Revenue Service which are not compatible with normal master file processes, e.g.: penalties, transferee assessments, termination assessments, excise protest accounts, RMF overflow accounts, culpable and non-petitioning spouses, Forms 1042, 1040-NR, 926, 5330, 4720, 990-AR (Penalty) and any pre-ADP returns.

Categories of records in the system: The categories of records maintained are taxpayer entity records (name, address, taxpayer identification number or employer identification number and other indicators relevant to entity maintenance) and records containing tax module information (the tax return, the tax period, the balance due or credit balance, and transactions which have been recorded relative to the module).

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 301.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The unit ledger cards are a card file.

Retrievability: Information is retrievable by Taxpayer Identification Number.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: Disposition is prescribed by the appropriate Records Control Schedule.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 22.061

System name: Information Returns Processing (IRP) File; TX:R—Treasury/IRS.

System location: National Computer Center, Martinsburg, W. Va.

Categories of individuals covered by the system: recipients of various types on income: wages; dividends; interest; rents and royalties; medical payments; capital gains distributions; non-taxable distributions; pensions and annuities; patronage dividends, distributions, and allocations; fishing crew distributions and prizes, gambling winnings and miscellaneous income.

Categories of records in the system: Records maintained are records representing certain wage and information returns: Forms W-2, W-2P, the 1087 and 1099 series; and records of agricultural subsidy payments. Information included on each record identifies the recipient of the income (name, address, taxpayer identifying number, and other indicators relating to payee identification), identifies the income payer (very similar information), and identifies the type(s) and amount(s) of income.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape in social security number sequence.

Retrievability: By taxpayer social security number and name control.

Safeguards: Safeguards will not be less than provided by the Physical Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: Until tax year 1974, only until processed; after tax year 1974, four years; then magnetically erased.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX), national office. Officials maintaining the system—Directors, Internal Revenue Service Centers. See IRS Appendix A for locations.

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 24.013

System name: Combined Account Number File, Data Services: Treasury/IRS.

System location: Internal Revenue Service Centers. (See IRS Appendix A.)

Categories of individuals covered by the system: Individuals and businesses having specific, current business with IRS.

Categories of records in the system: Taxpayer entity records (name, address, taxpayer identification number, and filing requirements related to entity liability); and tax modules (specific tax returns, tax years, and transactions which have been recorded relative to the module) when specifically requested by a service center, or if a notice for balance of tax due has been issued; a specific tax period is in taxpayer delinquent account status (TDA); a specific tax period is either credit or debit balance; no return has posted and the return due date (RDD) has passed; or when a specific tax period is in taxpayer delinquent return (TDI) status.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Disk storage.

Retrievability: Social security number or employer identification number.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: The policies and practices regarding storage, retention and disposal are governed by the principle that a specific tax period will be retained on the file dependent upon specified criteria prescribed in the Internal Revenue Manual and in various Accounts and Data Processing Handbooks (ADP Handbooks). The disposal of documents output from this file is specified in the Records Retention Handbook published by the Service and in the Internal Revenue Manual and in various Accounts and Data Processing Handbooks.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner Data Services. Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 24.014

System name: Discriminant Function File (DIF), Data Services: Treasury/IRS.

System location: Internal Revenue Service Centers. (See IRS Appendix A.)

Categories of individuals covered by the system: Individuals whose Forms 1040 and 1040A have a DIF Score higher than a cutoff score determined by Audit Division, indicating high audit potential. The DIF Score is the computation of Audit potential, based on formulae prescribed by Audit.

Categories of records in the system: Document Locator Number of the return, the Regional and District Offices of the taxpayer, the taxpayer's DIF Score and data from the individual's Income Tax Return needed to conduct an audit of his return.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: By magnetic tape and computer printout.

Retrievability: By individual's Social Security Number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Retained for three years. Disposed of thereafter.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner Data Services. Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purpose of determining, if the system contains a record pertaining to a particular individual.

Record access procedures: This System of records may not be accessed for the purpose of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 24.017

System name: Employee Inquiry Look-Up for TDA Inquiries, Data Services:—Treasury/IRS.

System location: Internal Revenue Service Centers. (See IRS Appendix A.)

Categories of individuals covered by the system: Individual taxpayers who have paid Federal Insurance Contributions Act (FICA), wages to the Social Security Administration (SSA) through the 3rd quarter of the year and those taxpayers who file Federal Individual Income Tax returns Form 1040 and 1040A through the Individual Master File (IMF) Delinquency and Underreporting Program (WAID).

Categories of records in the system: Taxpayer's name, taxpayer's address, taxpayer's identification number, taxpayer's wages, taxpayer's marital status, taxpayer's employer/s name/s, employer's address, employer's identification number, tax period and other indicators relating to the program operation.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape.

Retrievability: Tape search by taxpayer name or identity number.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: The file is maintained approximately for six months and then destroyed and recreated as updated information is received from SSA or WAID.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (TX). Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 24.029

System name: Individual Account Number File (IANF), Data Services: Treasury/IRS.

System location: Internal Revenue Service Centers (See IRS Appendix A).

Categories of individuals covered by the system: Individuals having specific, current business with IRS.

Categories of records in the system: Taxpayer entity records (name, address, taxpayer identification number, and filing requirements related to entity liability); and tax modules (specific tax returns, tax years, and transactions which have been recorded relative to the module) when specifically requested by a service center, or if a notice for balance of tax due has been issued; a specific tax period is in taxpayer delinquent account status (TDA); a specific tax period is either credit or debit balance, no return has posted and the return due date (RDD) has passed; or when a specific tax period is in taxpayer delinquent return (TDI) status.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Disk storage.

Retrievability: Social security number.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: The policies and practices regarding storage, retention and disposal are governed by the principle that a specific tax period will be retained on the file dependent upon specified criteria prescribed in the Internal Revenue Manual and in various Accounts and Data Processing Handbooks (ADP Handbooks). The disposal of documents output from this file is specified in the Records Retention Handbook published by the Service and in the Internal Revenue Manual and in various Accounts and Data Processing Handbooks.

System manager(s) and address: Officials prescribing policies and practices—Assistant Commissioner Data Services. Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act. (See IRS Appendix A).

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 24.030

System name: Individual Master File (IMF); Data Services—Treasury/IRS.

System location: National Computer Center (NCC), Martinsburg, West Virginia.

Categories of individuals covered by the system: Taxpayers who file Federal Individual Income Tax Returns (i.e. Forms 1040, 1040A).

Categories of records in the system: Taxpayer entity records (name, address, identification number (SSN) and other indicators pertaining to entity maintenance, including Zip Code), and tax modular records which contain all records relative to specific tax returns for each applicable tax period or year. Recorded here are tax transactions such as tax amount, additions, abatements of tax payments, interest and like type transactions recorded relative to each tax module.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: By identification number and alphabet.

Storage: Magnetic Tape.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in the Records Retention Handbook published by the Service.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner Data Services. Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.(See IRS Appendix A).

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 24.046

System name: Residual Master File (RMF) Data Services—Treasury/IRS.

System location: Internal Revenue Service Centers: See IRS Appendix A for locations.

Categories of individuals covered by the system: Persons in a sole proprietary role who file Excise Tax Returns (Form 11), Wagering Returns (Form 11C), Highway Use Returns (Form 2290), and Airways Use Returns (Form 4638) and Estate and Gift Taxes (Form 706 and 709), the latter can be individuals not in a sole proprietorship role.

Categories of records in the system: Taxpayer entity records (name, address, identification name (TIN) which may be either EIN or SSN, and other indicators pertaining to entity maintenance, including Zip Code), and tax modules which are all the records relative to specific tax returns for each applicable tax period. Recorded are tax transactions such as tax amount, statements/additions to tax, payments, interest and like type transactions relative to each tax module.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic Tape.

Retrievability: By name, type of tax, and identifying number.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in the Records Retention Handbook published by the Service.

System manager(s) and address: Official prescribing policies and practices, Assistant Commissioner Data Services. Officials maintaining the system, Directors, Internal Revenue Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with Instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with Instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the Individual resides.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Tax returns and other filings made by the individual and agency entries made in the administration of the individual's tax account.

Treasury/IRS 24.057

System name: Taxpayer Delinquent Investigation Notice File; Data Services: Treasury/IRS.

System location: Internal Revenue Service Centers. (See IRS Appendix A.)

Categories of individuals covered by the system: Individual and business taxpayers relating to taxpayer delinquency investigations and the generation of delinquency notices.

Categories of records in the system: Delinquency investigation information on business and individual taxpayers.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape.

Retrievability: Tape search by identity number or name.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: Dependent upon the activity to each taxpayer record.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner Data Services. Officials maintaining the system—Directors, Internal Revenue Service Centers. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual. (See IRS Appendix A.)

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.001

System name: Acquired Property Records, CP:C—Treasury/IRS.

System location: District Offices. (See IRS Appendix A.)

Categories of individuals covered by the system: Delinquent taxpayers whose property has been acquired by purchase by government or right of redemption.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, revenue officer reports.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records are stored in locked facility when not in use.

Retrievability: Retrievable by taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1 (16) 41.

Retention and disposal: As specified in records disposition Handbook IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—District Directors of Internal Revenue. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains data for government accounting purposes from Service sources.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.005

System name: File of Persons Making Threats of Force or Forcible Assaults, CP:C—Treasury/IRS.

System location: District Offices (See IRS Appendix A).

Categories of individuals covered by the system: Individuals who have or may threaten or assault Collection activity personnel.

Categories of records in the system: Names, addresses, taxpayer identification number (if known), physical description (if known) of individuals.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made during judicial processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records.

Retrievability: By name of individual.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: In accordance with records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—District Directors of Internal Revenue. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.006

System name: Form 2209, Courtesy Investigations, CP:C—Treasury/IRS.

System location: District Offices (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers on whom a delinquent account or delinquency or other investigation is or was located in one IRS district office, but the individual is now living or has assets located in the jurisdiction of another IRS district office.

Categories of records in the system: Contains taxpayer name, current and former addresses, taxpayer identifying number, if known. Contains the information, including class of tax, if applicable, or information concerning the action desired to be taken, and chronological investigative history.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records, Magnetic Tape.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—District Directors, Service Center Directors and Data Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.007

System name: Form 2990—Miscellaneous Investigations, CP:C—Treasury/IRS.

System location: District Offices (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers on whom an investigation has been initiated for purposes of securing information necessary for Federal Tax Administration purposes.

Categories of records in the system: Name and address of party that was contacted, taxpayer identifiction number, if known, chronological investigative history and/or information secured. The following types of investigations are included in this system. Form SSA-7010 cases—Notice of Determination of FICA Wages—Issued when SSA obtains evidence that wages paid to claimant have not been recorded on his earnings record. Requests for data needed in proof of claim cases. Applications for discharge of property from tax lien. Service

of tax court subpoenas. Complaints of employers failing to provide withholding statements. Recovery of unassessable erroneous refunds. Form SSA-1273 cases—Request for Preferential Investigation. This is a request for preferential treatment (over other SSA cases) on an earnings discrepancy case. Secure application for exemption from self-employment tax. Offers in Compromise and related activities; i.e., follow-up on defaulted installments, secure payment on collateral agreements, etc. Maximize compliance with withholding requirements on aliens' earnings. Other miscellaneous uses.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records, Magnetic Tape.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook. IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—District Directors, Service Center Directors and Data Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determing if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.008

System name: IRS and Treasury Employee Delinquency, CP:C—Treasury/IRS.

System location: National Office, Regional Offices, District Offices and Service Centers, National Computer Center and Data Center. (See IRS Appendix A).

Categories of individuals covered by the system: IRS and Treasury employees who are shown on the Master file as delinquent in meeting Federal tax requirements.

Categories of records in the system: Taxpayer name, social security number, address, fact of IRS or Treasury employment code, District location code.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records.

Retrievability: by taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—Assistant Commissioner (Compliance), Regional Commissioners, District Directors of Internal Revenue and Service Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.009

System name: Lien Files (Open and Closed), CP:C—Treasury/IRS.

System location: District Offices (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers on whom Federal Tax Liens have been filed.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, information about basis of assessment including class of tax, period, dollar amount. Open and closed Federal tax liens including: Certificates of Discharge of Property from Federal Tax Lien; Certificates of Subordination; Certificates of Non-Attachment; Exercise of Government's Right of Redemption of Seized Property; Releases of Government's Right of Redemption. Federal tax lien information entered in Treasury Enforcement Communications System. Public lien index maintained pursuant to 26 U.S.C. 6323.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802, 26 U.S.C. 6323.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable), notices of lien and the index thereto are available to the public.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records, Magnetic Tape and Microfiche.

Retrievability: By taxpayer name and lien sequence number.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Official maintaining the system—District Directors, Service Center and Data Center Directors and Director of International Operations. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may address inquiries to District Director for each District whose records are to be searched.

Record access procedures: This system contains copies of public records, the originals of which are filed in accordance with the laws of each State, the District of Columbia, the Commonwealth of Puerto Rico, or possessions of the United States. See Notification above.

Contesting record procedures: See notification above.

Record source categories: Taxpayers' Federal Tax Returns.

Treasury/IRS 26.010

System name: Lists of Prospective Bidders at Internal Revenue Sales of Seized Property—CP:C—Treasury/IRS.

System location: District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Individuals who have requested that they be notified of Internal Revenue sales of seized property.

Categories of records in the system: Name and address and phone number (if provided).

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may

be made to other parties as necessary in the administration and enforcement of law as authorized by 26 U.S.C. 7801 and 7802. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records. File cabinets.

Retrievability: By name of Prospective Bidder.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—District Directors of Internal Revenue determine if need for this system exists. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the District Director of Internal Revenue Service servicing the area in which the individual resides.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire inaccordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of Internal Revenue Service servicing the areas in which the individual resides.

Contesting record procedures: See Access above.

Record source categories: Supplied voluntarily by the subject prospective bidder.

Treasury/IRS 26.011

System name: Litigation Case Files, CP:C—Treasury/IRS.

System location: District Offices (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers on whom Federal tax assessments have been made but against whom litigation has been initiated or is being considered by the government or who have instituted suits against the government.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, information about basis of assessment, including class of tax, period, and dollar amount. This file includes: Suit to Reduce Tax Claim to Judgement; Suit for Failure to Honor a Levy; Suit to Enforce Federal Tax Lien; Suit Against Transferee; Suit to Set Aside Fraudulent Transfer; Suit to Recover Erroneous Refund; other suits include those which the United States may intervene to assert a Federal Tax Lien; a proceeding to require opening of a safe deposit box, etc. The following suits against the United States are also included in this file: Quiet Title Suit; Foreclosure of Mortgage or other Lien; Partition; Condemnation; Interpleader; Refund Suits Involving 100-Percent Penalty Assessments; Injunction Suits Under Freedom of Information Act. Also included in Litigation Files are: Individuals against whom bankruptcy proceedings are pending; decedent estates in probate with outstanding Federal tax labilities; individuals executing Assignments for the Benefit of Creditors; individuals in Receivership Proceedings; individuals conducting a bulk sale; summons referrals; subpoena files; advisory opinions; revenue officer reports; and various other legal instruments and correspondence. Disclosure may be made during judicial processes.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—District Directors of Internal Revenue. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.012

System name: Offer in Compromise (OIC) File, CP:C—Treasury/IRS.

System location: District Offices, Service Center, Regional Offices, and National Office. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers who have submitted an offer to compromise a liability imposed by the Internal Revenue Code.

Categories of records in the system: Form 2515, used to control offer cases, contains space for entering taxpayer name, address, taxpayer identification number, and all other pertinent information for identifying and assigning the OIC investigation. The file contains all records, documents, reports and work papers relating to the assignment, investigation, review and adjudication of the offer. This includes such items as the original offer, results of property records checks, interviews with third parties and the taxpayer, collateral income agreements, financial statements, tax return copies, and other information submitted by the taxpayer.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and to the extent necessary to permit public inspection of any accepted offer-in-compromise as required by 26 U.S.C. 6103(K)(1).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records, Magnetic Tape.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices Assistant Commissioner (Compliance), Officials maintaining the system Regional Commissioners, Service Center Directors, District Directors and Director, Data Center. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported. If an offer is accepted, an abstract and statement which identifies the taxpayer, the liability, the amount compromised and the basic circumstances of the case is made available for public inspection in accordance with EO 10386 and EO 10906.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.013

System name: One Hundred Percent Penalty Cases, CP:C—Treasury/IRS.

System location: District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Individuals against whom Federal tax assessments have been made or are being considered as a result of their being deemed responsible for payment of

unpaid corporation withholding taxes and social security contributions.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, information about basis of assessment, including class of tax, period, dollar figures, waiver extending the period for asserting the 100-percent penalty (if any) and correspondence.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records, Magnetic Tape.

Retrievability: By individual or corporation name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices Assistant Commissioner (Compliance), Officials maintaining the system District Directors, Service and Data Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.014

System name: Record 21, Record of Seizure and Sale of Real Property. CP:C—Treasury/IRS.

System location: District Offices (See IRS Appendix A).

Categories of individuals covered by the system: Individuals against whom tax assessments have been made and whose real property was seized and sold to satisfy their tax liability. Also name and address of purchaser.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, information about basis of assessment, including class of tax, period, dollar amounts, property description.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of this System of Records evidences chain of title to real property and is a matter of public record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, file cabinets.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices Assistant Commissioner (Compliance), Officials maintaining the system—District Directors. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may address inquiries to District Director for each District whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may address inquiries to or appear in person at the office of District Director for each District whose records are to be searched.

Contesting record procedures: See Access above.

Record source categories: This System of Records evidences chain of title to real property and is a matter of public record. (See Category of Record above).

Treasury/IRS 26.016

System name: CP:C—TREASURY/IRS—Returns Compliance Programs (RCP).

System location: District Offices and Service Centers (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers who may be delinquent in filing or paying Federal taxes.

Categories of records in the system: Records consist of name, address, taxpayer identification number (if known) and information concerning the potential tax liability. Returns Compliance Programs involve any type of Federal tax administered by the Collection Division and are conducted in accordance with Section 7601 of the Internal Revenue Code. RCP programs can be initiated by the National Office, Regional Offices, or by individual districts. Disclosure may be made during judicial processes.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records, Magnetic Tape.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices Assistant Commissioner (Compliance), Officials maintaining the system District Directors, Service and Data Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.019

System name: TDA (Taxpayer Delinquent Accounts) including subsystems: (a) Adjustment and Payment Tracers Files, (b) Collateral Files, (c) Seized Property Records, and (d) Tax Collection Waiver Forms 900 Files, CP:C—Treasury/IRS.

System location: District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers on whom Federal tax assessments have been made.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, information about basis of assessment, including class of tax, period, dollar amounts, chronological investigative history, cancelled checks, amended returns, claims, collateral submitted to stay collection, copies of notices of federal tax liens, revenue officer reports, waivers to extend statutory period for collection, etc. This system includes Part Payment Files; Large Dollar Reports; No Activity Reports; TDA Register; Uncollectable Accounts Register; Uncollectable Accounts Register (over

25,000); Advance Dated Remittance Check Files; Uncollectable Accounts Files; File of taxpayer names entered in the Treasury Enforcement Communications System.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be

made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Disc and paper records, and magnetic tape.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices, Assistant Commissioner (Compliance), Officials maintaining the system, District Directors, Director International Operations, Service and Data Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.020

System name: TDI (Taxpayer Delinquency Investigation) Files, CP:C—Treasury/IRS.

System location: District Offices and Service Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers believed to be delinquent in filing Federal tax returns.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, information from previously filed returns, information about the potential delinquent return(s), including class of tax, chronological investigative history.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records and magnetic tape.

Retrievability: by taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices, Assistant Commissioner (Compliance), Officials maintaining the system, District Directors, Service and Data Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system of records has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.021

System name: Transferee Files, CP:C—Treasury/IRS.

System location: District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Includes taxpayers on whom tax assessments have been made but who have allegedly transferred their assets in order to place them beyond the reach of the government.

Categories of records in the system: Taxpayer name, address, taxpayer identification number, information about basis of assessment, including class of tax, period, dollar amounts. Also the name, address, taxpayer identification number and related information about transferee.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Record, Magnetic Tape.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices, Assistant Commissioner (Compliance). Officials maintaining the system, District Directors, Service and Data Center Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 26.022

System name: Delinquency Prevention Programs, CP:C—Treasury/IRS.

System location: District Offices. (See IRS Appendix A.)

Categories of individuals covered by the system: Taxpayers having a history of Federal tax delinquency.

Categories of records in the system: Taxpayer name, taxpayer identification number, address, filing requirements, chronological investigative history.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records and Magnetic Tape.

Retrievability: By taxpayer name.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: As specified in records disposition Handbook, IRM 1(15)59.

System manager(s) and address: Official prescribing policies and practices—Assistant Commissioner (Compliance). Officials maintaining the system—District Directors, Service and Data Center Directors. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 30.005

System name: Accident Investigation Files System —Treasury/IRS.

System location: National Office, Regional Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Individuals involved in accidents involving either property damage of over

500.00 or any personal injury.

Categories of records in the system: Information consisting of injuries, damages, dollar estimate, causes and conditions of accidents, interviews and statements pertaining to IRS employees and private individuals involved in accidents which result in over

500.00 in property damage or personal injury to either party.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—National Office—file folders, Regional Offices—card file. Retrievability—indexed by name. Safeguards—records are kept in offices which are locked or guarded during non-work hours. Retention and disposal—National Office—records are stored in the Space and Property Branch for a period of three years. They are then transferred to the Federal Records Center and destroyed seven years after case file year.

System manager(s) and address: National Office—Safety Management Officer, Space and Property Branch, Regional Offices (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be accessed or contested.

Record source categories: The information originates from the IRS Inspection Branch.

Treasury/IRS 30.003

System name: Requests for Printed Tax Materials Including Lists, —Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers (See IRS Appendix A).

Categories of individuals covered by the system: Files include those individuals and/or businesses that request various IRS printed materials such as Package X, TIRs, reproduction proofs, etc.

Categories of records in the system: Letter or order blank submitted by the individual and/or business and any related correspondence. A cross reference index may also be developed to identify and control requests.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in the system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—magnetic tapes, paper records or mailing plates. Retrievability—alphabetically or numerically. Safeguards—not less than provided for by the Physical and Document Security Handbook, IRM I(16)41. Retention and Disposal—names dropped as system is updated.

System manager(s) and address: Chief, Publishing Services Branch National Office, and Chief, Resource Management in Regional Offices, District Offices and Service Centers (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be accessed or contested.

Record source categories: The information is supplied by the individual and/or company making the request. The Service adds data pertaining to the fulfillment of the request.

Treasury/IRS 30.004

System name: Security Violations,—Treasury/IRS.

System location: Service Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Violators of IRS Security Regulations.

Categories of records in the system: Name of violator, circumstances of violation (date, time, actions of violator, etc), supervisory action taken.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—file folder (notices of violation); 3 x 5 inch card file. Retrievability—3 x 5 inch card file—name; lateral file cabinets, access by security officer and staff only. Retention and disposal—3 x 5 inch card file—indefinite; file folder—3 years. On-site location: 3 x 5 inch card file—indefinite; file folder—3 years (1 year in Office, 2 years in Records Holding area).

System manager(s) and address: Security offices, district offices and Service Centers. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Service Center Director for each Service Center whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Service Center Director for each Service Center whose records are to be accessed or contested.

Record source categories: Contract Guard Force.

Treasury/IRS 32.001

System name: Travel Expense Record, Treasury/IRS.

System location: National Office, Regional Offices and District Offices. See IRS Appendix A for Locations.

Categories of individuals covered by the system: All IRS employees who have incurred travel or moving expenses in conjunction with official business.

Categories of records in the system: Records consist of travel advances, personal travel vouchers, household move vouchers, Forms W-2, schedule of disbursements, GAO decisions/rulings, Transportation Requests, Overdue Notices, Certification of Deposits, Government Bills of Lading & Form 2221, (Schedule of Collections). Records are for the purpose of maintaining accurate financial accounting of travel and moving expenses of employees.

Authority for maintenance of the system: GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 2, Chapter 2, Sections 5 & 6.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the

Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—locked files. Retrievability—indexed in alphabetical order or assigned numerical sequence. Safeguards—access is restricted to designated Fiscal Management employees, to individuals concerned on a need-to-know basis, and to administrative offices through the authority of the Travel Management Supervisor. As required, IRS Internal Audit and Security has access to the files. Retention and Disposal—retired after 3 years to Federal Records Center; disposed in accordance with Records Retention Handbook.

System manager(s) and address: Chief, Accounting Section, IRS National Office or Chief, Fiscal Section, IRS Regional Office. See IRS Appendix A for Locations.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR, Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager.

Contesting record procedures: See Access above.

Record source categories: Information supplied by employees and by GAO as required.

Treasury/IRS 32.002.

System name: Payroll/Personnel System,—Treasury/IRS. (See Related System Treasury/OS 00.054)

System location: IRS Data Center, National Office, Regional Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Current and Former IRS Employees. IRS also processes payroll data relating to current or former employees of the Bureau of Alcohol, Tobacco and Firearms, Secret Service, Customs, and the Office of the Secretary of the Treasury (exchange stabilization fund). See information contained in notices published by Department of the Treasury constituent units whose payroll is serviced by this system.

Categories of records in the system: Data storage and file records system for processing payroll and personnel actions, consisting of records of time and attendance, leave, tax withholding, bond purchase and issuance, emergency salaries, overtime and holiday pay, optional payroll deductions, and minority group designator codes. Aside from payroll processing, recorded personnel data is available on a need to know basis to personnel offices in accordance with Civil Service Commission, Treasury and IRS regulations.

Authority for maintenance of the system: 5 U.S.C. 301 and GAO Policy and Procedures manual for Guidance of Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Aside from payroll processing, recorded personnel data is available on a need to know basis to personnel offices in accordance with Civil Service Commission, Treasury and IRS regulations. Separations may be reported to State Unemployment Agencies. This System is used to furnish payroll and personnel data, information and statistics to the Civil Service Commission and other requesting agencies. It is also used to generate the necessary payroll information, deductions and allotments to pay the employees on a biweekly basis and to furnish the necessary payroll information to concerned agencies required by law. The basic payroll and personnel master file provides input to management information systems, as well as related accounting and budget systems. For additional routine uses see Appendix AA and routine uses published for system Treasury/OS 00.054.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—data files maintained on magnetic tape; folder records maintained in file cabinets. Retrievability—indexed by social security number or by name. Safeguards—access controls are not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Retention and disposal—retired after 3 years to the Federal Records Center; disposed of after 56 years.

System manager(s) and address: Personnel Data: Director, Personnel Division, IRS National Office. Payroll Data: Chief, Centralized Services Staff, IRS National Office. (See IRS Appendix A).

Notification procedure: Individuals seeking information pertaining to these records may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to: Assistant Commissioner (Resources Management), IRS National Office.

Record access procedures: Same as "notification" above.

Record source categories: Information is compiled from the existing master records, i.e. employees' official personnel folders. Information also provided by payroll coordinators and administrative officers.

Treasury/IRS 32.003

System name: Schedules of Collections and Schedules of Canceled Checks,—Treasury/IRS.

System location: National Office and Regional Offices. See IRS Appendix A for Locations.

Categories of individuals covered by the system: Employees of Internal Revenue Service.

Categories of records in the system: Checks received from employees in connection with jury duty and overpayments. System maintained to place all collections under security control promptly upon receipt and to record amount of deposit to general ledger control accounts.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—records maintained in locked file cabinet. Retrievability—indexed by name. Safeguards—access controls are not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Retention and disposal—records are maintained until transferred to the Federal Records Center to be retained in accordance with the Records Retention Manual.

System manager(s) and address: Chief, Accounting Section, National Office or Chief, Fiscal Section, Regional Offices. See IRS Appendix A for Locations.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR, Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR, Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each Office whose records are to be accessed or contested.

Contesting record procedures: See Access above.

Record source categories: Employees, District Directors, Regional Commissioners.

Treasury/IRS 32.004

System name: Scholarship Program Cost Record,—Treasury/IRS.

System location: Regional Offices (See IRS Appendix A).

Categories of individuals covered by the system: Employees in the IRS Scholarship Program.

Categories of records in the system: Actual and estimated expenditure per student for purposes of monitoring and controling costs.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—in file cabinet. Retrievability—indexed by District (within District, individual recipients indexed by name). Safeguards—employees in the Budget and Reports Section have access to records. Retention and disposal—records maintained for 2 years and then disposed.

System manager(s) and address: Chief, Budget and Reports Section, Fiscal Management Branch, IRS Regional Offices. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR, Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be accessed or contested.

Contesting record procedures: See Access above.

Record source categories: Information provided by employees concerned.

Treasury/IRS 34.009

System name: Accident Reporting Files System—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers, IRS Data Center, National Computer Center. (See IRS Appendix A).

Categories of individuals covered by the system: Employees of the Internal Revenue Service and non-Federal employees.

Categories of records in the system: Information consists of conditions surrounding accident, injuries, and damages pertaining to Internal Revenue Service employees' accidents while on duty and non-Federal employees who suffered an accident on IRS space or who were employed through a temporary manpower agency.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—file folders; card file. Retrievability—indexed by name. Safeguards—records are kept in offices which are locked or guarded during non-working hours. Retention and disposal—records are stored in the Space and Property Branch for three years and are then transferred to the Federal Records Center. Records are destroyed seven years after case file year.

System manager(s) and address: For National Office—Safety Management Officer, Space and Property Branch, Facilities Management Division, National Office. For Regional and District Offices—Chief, Facilities Management Branch, appropriate Regional or District office. (See IRS Appendix A).

Notification procedure: Same as System Manager above. Name must be provided to ascertain whether or not the system has a record pertaining to the individual.

Record access procedures: Individuals may go to Internal Revenue Service Regional Office to gain information on procedures for gaining access to and contesting records of this system. The Regional Security Officer is the official to be contacted.

Contesting record procedures: See access above.

Record source categories: Information originates from the employee involved in the accident and his/her supervisor or the non-federal employee involved and, sometimes, a witness or an accident investigation.

Treasury/IRS 34.010

System name: Damage and Injury Claims Files System—Treasury/IRS.

System location: National Office and Regional Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Internal Revenue Service employees and private individuals acting as claimants against the Service. Private parties against which the Service has a claim.

Categories of records in the system: Claims consisting of information on dollar amounts of claims of property damage and personal injuries and estimated property damage related to the Federal Claims Collection Act, Federal Tort Claims Act, the Military Personnel and Civilian Employees Claims Act of 1964, and the Small Claims Act.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—file folders and card file. Retrievability—indexed by name. Safeguards—access to the records is restricted to official use of Internal Revenue Service employees. Records are kept in offices which are locked or guarded during non-work hours. Retention and disposal—records are kept for three years and then are transferred to the Federal Records Center where they are destroyed seven years after the case file date.

System manager(s) and address: For National Office—Safety Management Officer, Space and Property Branch, Facilities Management Division. For Regional Offices—Chief, Facilities Management Branch, appropriate Regional Office. (See IRS Appendix A).

Notification procedure: Same as for National Office above. Individual must submit the name of the party or individual involved in the claim to determine whether or not the system contains a record pertaining to the party or individual.

Record access procedures: Individuals may go to IRS Regional Office to gain information for procedures for gaining access and contesting records of this system. The Regional Security Officer is the official to be contacted.

Contesting record procedures: See Access above.

Record source categories: Information originates from private individuals, private parties, Internal Revenue Service employees, and Internal Revenue Service officials.

Treasury/IRS 34.011

System name: Driver Licensing Files System—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers, IRS Data Center, National Computer Center. (See IRS Appendix A).

Categories of individuals covered by the system: Employees of the Internal Revenue Service.

Categories of records in the system: Information consists of personal information on driving records relating to motor vehicle records of IRS drivers.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—file folders. Retrievability—indexed by name. Safeguards—records are kept in offices which are locked or guarded during non-work hours. Retention and disposal—records are actively maintained as long as license is in effect.

System manager(s) and address: Chief, Facilities Management in the appropriate office. (See IRS Appendix A).

Notification procedure: Same as System Manager above. Name of person must be submitted.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Information originates from IRS motor vehicle drivers.

Treasury/IRS 34.012

System name: Emergency Preparedness Cadre Assignments and Alerting Rosters Files System—Treasury/IRS.

System location: National Office, Regional Offices, and Service Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Key IRS, Treasury and FPA personnel.

Categories of records in the system: Cadre assignments—personal information on employees, i.e., name, address, phone number, family data, security clearance, relocation assignment, etc. Alerting rosters—current listing of individuals by name and title stating their work and home address and phone numbers.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—individual forms and correspondence kept in file folders. Retrievability—cadre assignments are filed by relocation site and allerting rosters by title of list. Safeguards—records are kept in a secured office. Retention and disposal—records are kept as required by Records Disposition Handbook.

System manager(s) and address: For National Office—Chief, Physical and Personnel Security Branch, Security Standards and Evaluation Division. For Regional Offices and Service Centers Security officers. (See IRS Appendix A).

Notification procedure: Same as System Manager above.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Provided by individuals themselves.

Treasury/IRS 34.003

System name: Employee Accountability for Personal Property and Miscellaneous Items—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers, IRS Data Center and National Computer Center. (See IRS Appendix A).

Categories of individuals covered by the system: All Employees.

Categories of records in the system: Receipts for Government property and miscellaneous items issued to employees.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution of civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—maintained in locked filing cabinets. Retrievability—indexed alphabetically by name. Safeguards—access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal—receipts are destroyed upon return of property.

System manager(s) and address: Chief, National Office Facilities Branch, National Office; Regional Offices, District Offices, Service Centers, IRS Data Center and National Computer Center. (See IRS Appendix A).

Notification procedure: Same as System Manager above.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Information is provided by individuals who receive property, such as credit cards, identification cards, pocket commissions, Government driver's licenses, keys, etc.

Treasury/IRS 34.013

System name: Identification Media Files System for Employees—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers, IRS Data Center, National Computer Center. (See IRS Appendix A).

Categories of individuals covered by the system: IRS employees having one or more items of identification.

Categories of records in the system: Records contain individual's name, home address, SSN, physical description, and other personal information and reports on loss, theft, or destruction of pocket commissions, enforcement badges and other forms of identification.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—correspondence file folders; 3 x 5 inch card files computer memory. Retrievability—Indexed separately by name and Identification Media serial number. Access controls—access to the records is restricted to official use of Internal Revenue. The files are stored in locked security containers in offices which are locked or guarded during non-work hours. Access controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal—the records are destroyed 3 years after last entry turn-in.

System manager(s) and address: Chief, Personnel Security Section, Physical and Personnel Security Branch, Security Standards and Evaluation Division, National Office.

Notification procedure: Individual's name, SSN, address and type of ID media, plus the approximate date that he/she was issued and/or turned in the particular item of identification, would have to be furnished the Service office that issued the item for them to be able to ascertain whether or not their system contains a record about the individual. (See IRS Appendix A).

Record access procedures: By writing or visiting applicable Service office.

Contesting record procedures: See Access above.

Record source categories: Information was furnished by each individual at the time they received the particular item of identification.

Treasury/IRS 34.014

System name: Motor Vehicle Registration and Entry Pass Files System—Treasury/IRS.

System location: Service Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Individuals requiring continued access to the facility and parking area violators.

Categories of records in the system: Name of employee, registered owner of vehicle, branch, telephone, description of car, license number, employee's signature, name and expiration date of insurance, parking violations, decal number.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—file folders and card file. Retrievability—indexed by name. Safeguards—records are kept in a secured container in a secured office. Retention and disposal—records are kept until obsolete.

System manager(s) and address: Security Officer, appropriate Service Center. (See IRS Appendix A).

Notification procedure: Same as System Manager above.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Information is supplied by individual except for parking violations information which is supplied by the security guard personnel.

Treasury/IRS 34.005

System name: Parking Space Application and Assignment—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers, IRS Data Center and National Computer Center. (See IRS Appendix A).

Categories of individuals covered by the system: Internal Revenue Service employees who apply for assignment of carpool or reserved parking spaces.

Categories of records in the system: Contains the name, grade, position title, organization, vehicle identification, arrival and depar-

ture time, and service computation date of individual or principal carpool applicant. Contains name, place of employment, duty telephone, vehicle license number and service computation date of applicants, individuals or carpool members, for parking spaces.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—maintained on an 8-1/2 x 10 inch or other local form. Retrievability—indexed by name of individual or principal carpool applicant. Safeguards—records are maintained in a file cabinet in a locked room. Retention and Disposal—Records are maintained for a period of not more than one year. Previous years' records are destroyed after each parking review.

System manager(s) and address: Chief, National Office Facilities Branch, National Office; Regional Offices, District Offices, Service Centers, IRS Data Center and National Computer Center. (See IRS Appendix A).

Notification procedure: Same as System Manager above.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Individuals applying for parking spaces.

Treasury/IRS 34.015

System name: Personnel Identification Files System for service centers—Treasury/IRS.

System location: Service centers. (See IRS Appendix A).

Categories of individuals covered by the system: Federal and non-Federal personnel working in or visiting a particular service center.

Categories of records in the system: Records contain individual's name, home address, SSN and other such personal information. Visitor registers contain names and addresses of all visitors to the facility. Restricted area registers contain the names of all persons who visited the particular restricted area. Forms file contains the name of individuals who have lost or forgotten their badge.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—5 x 8 inch card file; 8 x 11 inch sheets. Retrievability—indexed separately by name and serial number for cross reference purposes. Registers filed by date. Access controls—access to the records is restricted to official use of Internal Revenue Service. The files are kept in offices which are locked or guarded during non-work hours. Retention and disposal—the records are destroyed 3 years after last entry turn-in.

System manager(s) and address: Chief, Personnel Security Section, Physical and Personnel Security Branch, Security Standards and Evaluation Division, National Office.

Notification procedure: Individual's name, SSN and address, plus the inclusive date(s) that he/she visited or was assigned to a particular service center, would have to be furnished to a center for them to be able to ascertain whether or not their system contains a record about the individual. (See IRS Appendix A).

Record access procedures: By writing or visiting applicable service center.

Contesting record procedures: See Access above.

Record source categories: Information was furnished by each individual at the time he/she made application for a permanent or temporary badge to enter a center.

Treasury/IRS 34.006

System name: Property Pass for Government Property—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers, IRS Data Center and National Computer Center. (See IRS Appendix A).

Categories of individuals covered by the system: All individuals removing property from IRS space.

Categories of records in the system: Description of property and reason for removal.

Authority for maintenance of the system: FPMR (41 CFR) 101-19.108.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—maintained on various sized forms. Retrievability—indexed by name. Safeguards—access controls will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal—Retained and disposed in accordance with Records Disposition Handbook, IRM 1(15)59-301.

System manager(s) and address: Chief, National Office Facilities Branch, National Office; Regional Office, District Offices, Service Centers, IRS Data Center and National Computer Center. (See IRS Appendix A).

Notification procedure: Same as System Manager above.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Individual requesting a property pass.

Treasury/IRS 34.007

System name: Record of Government Books of Transportation Requests—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers, IRS Data Center, and National Computer Center. (See IRS Appendix A).

Categories of individuals covered by the system: IRS employees issued Transportation Requests.

Categories of records in the system: Form 496, alphabetical card record by name of the serial numbers of Transportation Requests issued to the employee; and Form 4678, numerical list by serial number listing the name of the employee to whom issued.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—maintained in card file box or file cabinets. Retrievability—by name or serial number. Safeguards—access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal—retained and disposed in accordance with Records Disposition Handbook, IRM 1(15)59-301 (GRS-9).

System manager(s) and address: Administrative Officers, National Office; Regional Offices, District Offices, Service Centers, IRS Data Center and National Computer Center. (See IRS Appendix A).

Notification procedure: Same as System Manager above.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Government Books of Transportation Requests and employees to whom Books were issued.

Treasury/IRS 34.016

System name: Security clearance files system—Treasury/IRS.

System location: National Office, Regional Offices, District Offices, Service Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Employees of the Internal Revenue Service requiring a security clearance, having their security clearance cancelled or transferred and individuals who have violated IRS security regulations.

Categories of records in the system: Records contain individual's name, employing office, date of security clearance, level of clearance, reason for clearance, and any changes in such clearance. Security violations records contain name of violator, circumstance of violation and supervisory action taken.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide. information to agencies and individuals on a need-to-know basis to determine the current status of an individual's security clearance. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—correspondence file folders; 3 x 5 inch card file. Retrievability—indexed by name. Access controls—stored in locked security container in offices which are locked or guarded during non-work hours. Access controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Retention and disposal—correspondence files relating to administration and operation of the Personnel Security Clearance Program are disposed after 2 years. Personnel Security Clearance Status files maintained in security unit to show the security clearance status of individuals in the form of lists or rosters are disposed when superceded or obsolete.

System manager(s) and address: Chief, Personnel Security Section, Physical and Personnel Security Branch, Security Standards and Evaluation Division, National Office.

Notification procedure: Chief, Physical and Personnel Security Branch, Security Standards and Evaluation Division, National Office. Full name, to include previous names used, date of birth and current status should be provided with inquiry.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Information is provided by the employee, his/her supervisor or employee's personnel record. Security violation information is obtained from a variety of sources, such as guard reports, security inspections, supervisor's reports, Internal Audit Reports, etc.

Treasury/IRS 34.017

System name: Audit Trail File, Treasury/IRS.

System location: Internal Revenue Service Centers (see IRS Appendix A).

Categories of individuals covered by the system: Employees who accessed a specific taxpayer's account.

Categories of records in the system: A record log of every terminal inquiries and input documents, processed through the Integrated Data Retrieval System (IDRS) including employee and terminal identifiers.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosures may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404, 6103).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic Tape

Retrievability: By employee number

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Six year retention.

System manager(s) and address: Chief, Data Security Branch, Security Standards and Evaluation Division, National Office.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the areas in which the individual resides. (See IRS Appendix A.)

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Computer statistical record of all transactions input to the Integrated Data Retrieval System.

Treasury/IRS 34.018

System name: Employee Profile Security System, Treasury/IRS.

System location: Internal Revenue Service Centers (See IRS Appendix A).

Categories of individuals covered by the system: Individual employees on whom records are retained.

Categories of records in the system: A record log of the employees (IDRS users) and containing pertinent data for identifying each user.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The file is used to verify the employee's authorization to access records retained on IDRS. It is so used at the moment of attempted access to the computer files.

The file is used to generate the identifying employee number of the using employee to be recorded on the computer retained disk files or on printed matter produced by the computer for purposes of case control or document routing.

The file is used in connection with computerized security routines to produce printed reports that are used by IRS internal security personnel to monitor use of IDRS.

Use is restricted to IRS personnel and there are no routine uses in connection with other Federal agencies.

For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Disk storage and magnetic tape backup.

Retrievability: By social security number only.

Safeguards: Safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: The records are updated daily or weekly depending on the activity.

System manager(s) and address: Chief, Data Security Branch, Security Standards and Evaluation Division, National Office.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Internal Revenue Service Center servicing the area in which the individual resides.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act. (See IRS Appendix A).

Contesting record procedures: See Access above.

Record source categories: Information supplied by the IRS employee on standard personnel forms.

Treasury/IRS 36.001

System name: Appeals, Grievances and Complaints Records,—Treasury/IRS.

System location: National, Regional and District Offices, POD's, Service Centers, The National Computer Center and The IRS Data Center, (See Appendix A.).

Categories of individuals covered by the system: Applicants for Federal employment, current and former Federal employees, agencies, and annuitants who appeal a determination made by an official of an agency or the Civil Service Commission to the Civil Service Commission, a Board established to adjudicate appeals, or an agency.

Categories of records in the system: This system of records contains information or documents relating to a decision or determination made by an agency or the Commission affecting an individual. The records consist of the initial appeal or complaint, letters or notices to the individual, record of hearings when conducted, materials placed into the record to support the decision or determination, affidavits or statements, testimonies of witnesses, investigative reports, instructions to an agency about action to be taken to comply with decisions, and related correspondence, opinions and recommendations.

Authority for maintenance of the system: Title 5, U.S.C., Sections 1302, 3301, 3302, 4308, 5115, 5338, 5351, 5388, 7151, 7154, 7301, 7512, 7701, 8347, Executive Order 9830, 10577, 10987, 11222, 11478, 11491, and P.L. 93-259.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used: (a) To respond to a request from a Member of Congress regarding the status of an appeal, complaint or grievance. (b) To request information from a federal, state or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (c) To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter. (d) Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation and in connection with requests for legal advice. Disclosure may be made during judicial processes. (e) Routine disclosure may be made to other agencies to the extent provided by law or regulation and as necessary to report apparent violations of law to appropriate law enforcement agencies. (f) These records may also be used to refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to any other appropriate agency, whether federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto. (g) These records may also be disclosed to the Civil Service Commission for the purpose of properly administering Federal Personnel Systems in accordance with applicable laws, Executive Orders and regulations. (h) For additional uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained on card files, flat paper, lists, forms, folders, binder, microfilm and microfiche, punch card, and tape.

Retrievability: These records are indexed by the names of the individuals on whom they are maintained.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. This is also in conformance with existing CSC regulations.

Retention and disposal: All records are disposed of in conformance with established retention schedules, IRM 1(15)59-301, General Records Schedule.

System manager(s) and address: (a) EEO Discrimination Complaint Records—IRS EEO Officer, National Office; (b) all other records. Director, Personnel Division, or Chief, Personnel Branch, appropriate office. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to: District Director for each District whose records are to be searched; Service Center Director for each Service Center whose records are to be searched; Director, National Computer Center (for computer center employees only); Director, Data Center (for data center employees only); Regional Commissioner for each Regional Office whose records are to be searched; Director, Personnel Division, National Office; Assistant Commissioner (Resources Management), National Office; Regional Counsel for each region whose records are to be searched; Director, Disclosure Litigation Division for records in the National Office of Chief Counsel; or other appropriate official. (See IRS Appendix A for Locations). Individuals should provide their name, date of birth, agency in which employed, and the approximate date, and the kind of action taken by the agency when making inquiries about records.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the appropriate official listed above. Individuals should provide their name, date of birth, POD, approximate date, and the kind of action taken by the agency when requesting access to, or contest of, records.

Contesting record procedures: See Access.

Record source categories: (a) Individual to whom the record pertains. (b) Agency and/or Commission officials. (c) Affidavits or statements from employee. (d) Testimonies of witnesses. (e) Official document relating to the appeal, grievance, or complaints. (f) Correspondence from specific organization or persons.

Treasury/IRS 36.002

System name: Employee Activity Records,—Treasury/IRS.

System location: National, Regional, and District Offices, POD's, Service Centers, The National Computer Center, and The IRS Data Center (See Appendix A.).

Categories of individuals covered by the system: Current and former employees of the Internal Revenue Service.

Categories of records in the system: This system contains records and information relating to voluntary employee activities and functions which are not directly related to the mission of the IRS or any of its functional components. These records will contain the names of participants and such other information only to the extent that it is necessary for the operation of the activity.

Authority for maintenance of the system: Title 5, U.S.C., Section 302.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: These records are maintained on flat paper, card files, lists, and in folders, and binders.

Retrievability: These records are indexed by the name of the individuals on whom they are maintained.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. This is in conformance with existing CSC regulations.

Retention and disposal: indefinite.

System manager(s) and address: Supervisor of the organizational segment participating in the activity.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the system manager or the individual designated to maintain the record. Inquiring individuals need only provide their name.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the system manager or the individual designated to maintain the record. Inquiring individuals need only provide their name.

Contesting record procedures: See Access.

Record source categories: Information is derived only from the individual to whom the record pertains.

Treasury/IRS 36.003

System name: General Personnel Records (Official Personnel Folder and records related thereto),—Treasury/IRS.

System location: National, Regional and District Offices, POD's, Service Centers, the National Computer Center and the Data Center, (See Appendix A.).

Categories of individuals covered by the system: Prospective, current and former employees of the IRS.

Categories of records in the system: This system consists of a variety of records relating to personnel actions and determinations made about an individual while employed in the Federal service. These records contain data on individuals required by the Civil Service Commission (CSC) and maintained in the Official Personnel Folder (OPF). The OPF may also contain letters of commendation; awards from non-federal organizations; recommendations for Federal awards; awards; reprimands; adverse or disciplinary charges; records relating to life insurance, health benefits, designation of beneficiary; training; performance ratings; and other records which CSC and IRS require or permit to be maintained in the OPF.

Categories of records in the system: This system also includes records which are maintained in support of a personnel action such as a position management or position classification action. Other records maintained about an individual in this system are evaluation records; suggestion files; award files; financial and tax matters; back pay files; jury duty records; special emphasis programs records, such as Upward Mobility; outside employment statements; clearance upon separation; Unemployment Compensation records; adverse and disciplinary action files; supervisory files; records relating to personnel actions correcting a pay problem; employment of relatives; furlough/recall records; emergency notification, employee locator and current address records; other information relating to the status of an individual; executive resources records and management career individual files; and correspondence files pertaining to any personnel information contained in this notice.

The records within this system may also be contained in TR/IRS 32,002, payroll/personnel system.

Authority for maintenance of the system: Title 5, U.S.C. Section 1302, 2951, 4118, 4308, 4506, and Executive Order 10561, September 13, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is used or a record may be used: (a) To provide information to a prospective employer of an IRS employee or former IRS employee. (b) To provide data for the automated Central Personnel Data File (CPDF). (c) To provide data to update Federal Automated Career Systems (FACS), Executive Inventory File, and security investigations index on new hires, adverse actions, and terminations. (d) Disclosure of information to a Federal, state, or local agency, other organization, or individual in order to obtain relevant and pertinent information about an individual which is necessary for the hiring or retention of an individual; letting of a contract; or the issuance of a license, grant or other benefit. (e) To request information from a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses. If necessary, obtain relevant information or other pertinent information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. (f) Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. (g) Routine disclosure may be made to other agencies to the extent provided by law or regulation and as necessary to report apparent violations of law to appropriate law enforcement agencies. (h) Information in these records is used or a record may be used to refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to any other appropriate agency, whether Federal, state, or local, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto. (i) These records may also be disclosed to the Civil Service Commission for the purpose of properly administering Federal Personnel Systems in accordance with applicable laws, Executive Orders, and regulations. (j) Routine disclosure may be made to hospitals and similar institutions or organizations involved in voluntary blood donation activites. (k) Routine disclosure may be made to educational institutions for recruitment and cooperative education purposes. (l) Disclosure to a Federal, state, or local agency so that the agency may adjudicate an individual's eligibility for a benefit, such as a state unemployment compensation board, housing administration agency and Social Security Administration. (m) Additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on magnetic tape, discs, punched cards, flat paper, lists, card files, forms, folders, binders, microfilm and microfiche.

Retrievability: Records are indexed by any combination of name, birth date, Social Security Number, or identification number.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. This is also in conformance with existing CSC regulations.

Retention and disposal: All records are disposed of in conformance with established retention schedules, IRM 1(15)-59-301, General Records Schedule.

System manager(s) and address: Director, Personnel Division, and Chief, Personnel Branch, appropriate office (see IRS Appendix A); Executive Secretary, Executive Resources Board (for executive resource records).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to: District Director for each District whose records are to be searched; Service Center Director for each Service Center whose records are to be searched; Director, National Computer Center (for computer center employees only); Director, Data Center (for data center employees only); Regional Commissioner for each Regional Office whose records are to be searched; Director, Personnel Division, National Office; Assistant Commissioner (Resource Management), National Office; Regional Counsel for each region whose records are to be searched; Director, Disclosure Litigation Division for records in the National Office of Chief Counsel; or other appropriate official; (See Appendix A.). Inquiries should include name, date of birth, social security number and POD.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the appropriate official listed above. Former IRS employees who wish to gain access to their records should direct such a request in writing, including their name, date of birth, and Social Security Number, to: National Personnel Records Center, General Services Administration, 111 Winnebago St., St. Louis, Missouri 63118.

Contesting record procedures: See Access.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he supplied, except information provided by agency officials.

Treasury/IRS 36.005

System name: Medical Records,—Treasury/IRS.

System location: (1) Applicants and current IRS employees: National, Regional and District Offices, POD's, the National Computer Center and the Data Center (See Appendix A.). (2) Former IRS employees: National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118. Records may also be maintained in the National Regional and District Offices, POD's, Service Centers, the National Computer Center and the Data Center (See Appendix A.).

Categories of individuals covered by the system: (1) Applicants for IRS employment. (2) Applicants rejected on medical grounds. (3) Applicants for disability retirement under the Civil Service Retirement Law. (4) IRS employees. (5) Former IRS employees.

Categories of records in the system: (1) Applications for IRS employment containing information relating to an individual's medical qualifications to hold a position in the IRS. (2) Applications rejected on medical grounds. Information relating to an applicant's rejection for a position because of medical reasons. (3) Disability retirement records. Information relating to an individual's capability (physical and mental) to satisfactorily perform the duties of the position he or she holds or held. (4) Health unit medical records (Federal civilian employees). Information relating to an employee's participation in an occupational health services program. (5) Qualification examinations (Federal employees). Information relates to pre-employment, or periodic re-qualification medical examinations to assure that the incumbent are qualified (physically and mentally) to satisfactorily perform the duties of the position. (6) Fitness-for-duty examinations. Information relating to a medical examination to determine an individual's physical or mental condition with respect to ability to satisfactorily perform the duties of the position held. (7) Alcohol/drug employee assistance records. Information relating to employee participation in

the Federal Civilian Alcoholism and Drug Abuse Program. (8) Injury Compensation Records. Information relating to on-the-job injuries of employees and former employees. (9) Records relating to the Blood Donor Program.

Authority for maintenance of the system: Medical Information relating to the Retirement, Life Insurance and Health Benefits Programs—5 USC, Chapters 81, 87 and 89. Information for Federal employment—5 USC 3301. Information relating to the Alcoholism, Drug Abuse and Employee Assistance Programs—Public Laws 91-616 and 92-255 as amended by Public Law 93-282 in regard to confidentiality of patient records. Information relating to the Occupational Health Program (5 USC 7901).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Information may be provided to other Federal agencies responsible for other Federal benefits programs administered by the Office of Workmen's Compensation Programs; Retired Military Pay Centers; Veterans Administration; Social Security Administration; Civil Service Commission; Private contractors engaged in providing benefits under Federal contracts. (b) Disclosure of information may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in requests for legal advice. (c) Disclosure may be made during judicial processes. (d) Disclosure may be made to other agencies to the extent provided by law or regulation. (e) Disclosure may be made to the appropriate Federal, state or local agency where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature. (f) Disclosure may be made to Federal, state, or local agencies in order to obtain or release relevant and pertinent information to an agency decision concerning the hiring or retention of an individual, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit. (g) Disclosure may be made to the Public Health Service. (h) Disclosure may be made to an individual's private physician where medical considerations or the content of medical records indicate that such release is appropriate. (i) Disclosure may be made to an agency designated employee representative where such representative is required by the Civil Service Commission. (j) Disclosure may be made to hospitals and similar institutions or organizations participating in blood donor activities. (k) Additional routine uses are listed in Appendix AA. (l) Disclosure of Alcoholism, Drug Abuse, and Employee Assistance records are limited under Public Laws 91-616, 92-255, and 93-282.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on magnetic tape, discs, flat paper, lists, forms, folders, card files, microfilm and microfiche.

Retrievability: Records are indexed by name, social security number, date of birth, and/or claim number.

Safeguards: Access controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: All records are disposed of in conformance with established retention schedules, IRM 1(15)59-301, General Records Schedule.

System manager(s) and address: Director, Personnel Division, or Chief, Personnel Branch, appropriate office; Director, Administrative Services Division (Office of Chief Counsel), National and Regional Counsels. (See IRS Appendix A for Locations).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to: District Director for each District whose records are to be searched; Service Center Director for each Service Center whose records are to be searched; Director, National Computer Center (for computer center employees only); Director, Data Center (for data center employees only); Regional Commissioner for each Regional Office whose records are to be searched; Director, Personnel Division, National Office; Assistant Commissioner (Resource Management), National Office; Regional Counsel for each region whose records are to be searched; Director, Disclosure Litigation Division for records in the National Office of Chief Counsel; or other appropriate official. (See IRS Appendix A for Location). Former employees should direct inquiries to: The National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118. Individuals requesting information about this system of records should provide their full name, date of birth, social security number, name and address of office in which currently or formerly employed in the Federal service, and annuity account number, if any has been assigned.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the appropriate official listed above.

Contesting record procedures: See Access above.

Record source categories: (1) The individual to whom the record pertains. (2) Private physicians. (3) Medical institutions. (4) Office of Workers' Compensation Programs. (5) Military Retired Pay Systems Records. (6) Federal civilian retirement systems other than Civil Service Retirement System. (7) General Accounting Office pay, leave allowance cards. (8) CSC Retirement, Life Insurance and Health Benefits Records System. (9) CSC Personnel Management Records System.

Treasury/IRS 36.008

System name: Recruiting, Examining and Placement Records,—Treasury/IRS.

System location: National, Regional and District Offices, POD's, The National Computer Center and The Data Center, (See Appendix A.).

Categories of individuals covered by the system: Applicants for IRS employment, current and former employees.

Categories of records in the system: These records contain information relating to education, training, employment history and earnings, tests, results of written tests, test scores, evaluations, appraisals of potential, interview records, responses to test items and questionnaires, honors, and awards or fellowships. Other information maintained in the records includes military service, date of birth, birthplace, SSN, home address. Records may also be maintained on suitability determinations, employee participation in special emphasis placement and recruiting programs, and employee turnover records. This system also includes correspondence files relating to the above mentioned records. Personnel research and test validation records are included in this system.

Authority for maintenance of the system: Title 5 U.S.C., Sections 1302, 3109, 3301, 3302, 3304, 3306, 3307, 3309, 3313, 3317, 3318, 3319, 3326, 3349, 4103, 5532, 5533, 5723, and Executive Orders 10577 and 11103.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. (2) Routine disclosure may be made to other agencies to the extent provided by law or regulation and as necessary to report apparent violations of law to appropriate law enforcement agencies. (3) These records may also be disclosed to the Civil Service Commission for the purpose of properly administering Federal Personnel Systems in accordance with applicable laws, Executive Orders and regulations. (4) Information in these records is used or a record may be used: (a) to refer applicants to officials of Federal government agencies for purposes of consideration for placement in positions for which an applicant has applied and is qualified. (b) to refer applicants to state and local governments with permission of an applicant for the purpose of employment consideration. (c) to refer current IRS employees to Federal agencies for consideration for transfer, reassignment, and promotion. (5) Disclosure may be made to educational institutions in connection with recruiting efforts. (6) Routine uses are limited for those records which are compiled in connection with IRS personnel research and test validation. No personnel decisions are made on the basis of these records, and whenever possible, personal identity is not disclosed. (7) to refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to any other appropriate agency, whether federal, state, or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule. (8) to request information from a federal, state or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (9) To provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agen-

cy's decision on that matter. (10) For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on magnetic tapes, punched cards, discs, card files, lists, flat paper, microfilm, microfiche, forms and folders.

Retrievability: Records are indexed by name, combination of birth date, special security account number, and an identification number that is applicable.

Safeguards: "Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41." This is in conformance with existing CSC regulations.

Retention and disposal: All records are disposed of in conformance with established retention schedules, IRM 1(15) 59-301, General Records Schedule.

System manager(s) and address: Director, Personnel Division, or Chief, Personnel Branch, appropriate office (see IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to: District Director for each District whose records are to be searched; Service Center Director for each Service Center whose records are to be searched; Director, National Computer Center (for computer center employees only); Director, Data Center (for data center employees only); Regional Commissioner for each Regional Office whose records are to be searched; Director, Personnel Division, National Office; Assistant Commissioner (Resource Management), National Office; or other appropriate official. (See Appendix A.). Individuals should provide name, date of birth, social security number, identification number (if known), approximate date of record, and title of examination or announcement with which concerned.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the appropriate official as listed above. This system of records may not be accessed for purposes of inspection or for contest of content of Treasury Forms 4825 (Evaluation of Candidates for Initial Executive Placement) and Treasury Form 4245 (Report of Managerial Potential) prepared prior to September 27, 1975.

Contesting record procedures: See Access.

Record source categories: Information in this system of records either comes from the individual to whom it applies or is derived from information he or she supplied, except reports from medical personnel on physical qualification; results of examination which are made known to applicants and vouchers supplied by references the applicant lists.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 36.009

System name: Retirement, Life Insurance and Health Benefits Records System,—Treasury/IRS.

System location: National, Regional and District Offices, POD's, Service Centers, the National Computer Center, and the IRS Data Center, (See Appendix A.). For former employees: Records Division, Bureau of Retirement, Insurance and Occupational Health, U.S. Civil Service Commission, Boyers, Pennsylvania.

Categories of individuals covered by the system: (1) IRS employees who are covered by the Civil Service Retirement System. (2) IRS employees who have either declined or are covered by the Federal Employees' Group Life Insurance Program or the Federal Employees Health Benefits Program.

Categories of records in the system: (1) Documentation of Federal service creditable under the Civil Service Retirement System. (2) Documentation of coverage or declination of coverage under the Federal Employees' Group Life Insurance Program, and the Federal Employees Health Benefits Program. (3) Documentation of claim for refund or for annuity benefits under Civil Service Retirement System. (4) Documentation of claim for survivor annuity or death benefits under Civil Service Retirement System. (5) Medical records supporting claims for disability retirement under the Civil Service Retirement System. (6) Designations of beneficiary for benefits payable under the Civil Service Retirement System or the Federal Employees' Group Life Insurance Program. (7) All other information necessary to enable offices to recruit annuitants for short term assignments and to send them requested publications.

Authority for maintenance of the system: Chapters 83, 87, and 89 of Title 5, United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Information in this system is used to determine eligibility for coverage and payment of benefits under the Civil Service Retirement System, the Federal Employees' Group Life Insurance Program and the Federal Employees Health Benefits Program. (2) Information in this systems is used to determine the amount of benefit due under the Civil Service Retirement System, the Federal Employees' Group Life Insurance Program and the Federal Employees Health Benefits Program. (3) Information in this system is used to transfer to Office of Workers' Compensation Programs, Veterans Administration Pension Benefits Program, Social Security Old Age, Survivor and Disability Insurance and Medicare Programs, and Federal civilian employee retirement systems other than the Civil Service Retirement System, when requested by that program or system or by the individual covered by this system of records, for use in determining an individual's claim for benefits under such system. (4) Information in this system is used to transfer information necessary to support a claim for life insurance benefits under the Federal Employees' Group Life Insurance Program to the Office of Federal Employees' Group Life Insurance, 4 East 24th Street, New York, N.Y. 10010. (5) Information in this system is used to transfer information necessary to support a claim for health insurance benefits under the Federal Employees Health Benefits Program to a health insurance carrier or plan participating in the program. (6) Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation and in connection with requests for legal advice. Disclosure may be made during judicial processes. (7) Routine disclosure may be made to other agencies to the extent provided by law or regulation and as necessary to report apparent violations of law to appropriate law enforcement agencies. (8) Information in this system is used to refer, where there is an indication of a violation or potential violation of law, whether civil, criminal or regulatory in nature, to any other appropriate agency, whether Federal, State or local charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (9) Information in this system is used to request information from a Federal, state or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent information, such as licenses, if necessary to obtain relevant information to an agency decision concerning the hiring or retention of an employee, the issuance of a license, grant or other benefit. (10) Information in this system is used to provide information or disclose to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on that matter. (11) These records may also be disclosed to the Civil Service Commission for the purpose of properly administering Federal Personnel Systems in accordance with applicable laws, Executive Orders and regulations. (12) Disclosure may be made to an agency designated employee representative when such representative is required under Civil Service Commission regulations. (13) Disclosure may be made to hospitals and similar institutions to verify an employee's coverage in the Federal Employees Health Benefits Program. (14) Additional routine uses in Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained on magnetic tapes, punched cards, discs, forms, flat paper, card files, lists, folders, microfilm and microfiche.

Retrievability: Records are indexed by name, social security number, birth date, and by annuity or death claim number.

Safeguards: Access Controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. This is also in conformance with existing CSC regulations.

Retention and disposal: All records are disposed of in conformance with established retention schedules, IRM 1(15)59-301, General Records Schedule.

System manager(s) and address: Director, Personnel Division, and Chief, Personnel Branch, appropriate office. Director, Administrative Services Division (Office of Chief Counsel), National and Regional Counsels (See IRS Appendix A for Locations.).

Notification procedure: (1) Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR, Part 1, Subpart C, Appendix B. Inquiries should be addressed to: District Director for each District whose records are to be searched; Service Center Director for each Service Center whose records are to be searched; Director, National Computer Center (for computer center employees only); Director, Data Center (for data center employees only); Regional Commissioner for each Regional Office whose records are to be searched; Director, Personnel Division, National Office; Assistant Commissioner (Resource Management), National Office; Regional Counsel for each region whose records are to be searched; Director, Disclosure Litigation Division for records in the National Office of Chief Counsel; or other appropriate official. (See IRS Appendix A for Locations.) (2) If the individual is retired from Federal service he should direct inquiries to: Director, Bureau of Retirement, Insurance, and Occupational Health, U.S. Civil Service Commission, 1900 H. Street, N.W., Washington, D.C. 20415. (3) If the individual is not retired, but has been separated from Federal service, he should direct inquiries to: National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the appropriate official listed above.

Contesting record procedures: See Access. Individuals requesting information in this system of records should provide their full name, date of birth, social security number, claim number, if assigned, and the POD in which currently or formerly employed.

Record source categories: The information in this system is obtained from the following sources: (1) The individual whom the information is about. (2) GAO Pay, Leave and Allowance Records System. (3) CSC Personnel Management Records System. (4) GSA National Personnel Records Center. (5) CSC Medical Records System. (6) Federal civilian retirement systems other than Civil Service Retirement System. (7) Military retired pay system records. (8) Office of Workers' Compensation Programs. (9) Veterans Administration Pension Benefits Programs. (10) Social Security Old Age, Survivor and Disability Insurance and Medicare Programs.

Treasury/IRS 38.001

System name: General Training Records,—Treasury/IRS.

System location: National, Regional and District Offices, Service Centers National Computer Center, Data Center and posts of duty (See Appendix A.).

Categories of individuals covered by the system: IRS employees who have participated in or who may be scheduled for training activities (students, instructors, program managers, etc.). Other Federal or non-Government individuals who have participated in or assisted with training programs (students, instructors, course developers, interpreters, etc.).

Categories of records in the system: Variety of records containing information about an individual related to training; such as: course rosters, student registrations, nomination forms, course evaluations, instructor lists, individual development plans, counseling records, examination materials, payment records, and other recordations of training necessary for reporting and evaluative purposes. Some records within this system may also be contained in TR/IRS 36.003, General Personnel Records.

Authority for maintenance of the system: Chapter 41, Title 5 USC; EO 11348; and FPM 410.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records is used or a record may be used to: (a) provide input data for the automated Training CPDF at the Civil Service Commission and for the Automated Training Center personnel file at IRS; (b) Prepare statistical and narrative reports as required by the Department of Treasury, IRS officials or such other government agencies as may have need of general training information; (c) evaluate and determine effectiveness of training programs; (d) monitor student progress and determine individual training needs; (e) assist managerial personnel by providing easily accessible training histories of their employees; (f) provide data for determining efficient staffpower utilization; (g) assist employees, should an emergency arise while they are attending a training session, by disclosing to qualified medical personnel "emergency information" voluntarily supplied by students on course registration forms. Routine disclosure of information contained in this system may be made available to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records may be maintained on computer tapes, index cards, forms, or flat paper.

Retrievability: Computer records are indexed by social security account numbers, course titles, dates of training, location of training and by specific employee information (i.e., name, title, grade, etc.); other records are indexed by name and course title.

Safeguards: Individual computer records are available to those persons at CSC, Treasury or IRS who are directly involved with the training function.

Retention and disposal: All records are disposed of in accordance with established retention schedules. 1(15)59-301, General Records Schedule. Emergency information on registration forms is immediately destroyed when training is completed.

System manager(s) and address: Director, Training and Development Division, and Chief, Training and Development Branch, Training Manager, OIO, at the National Office; Chiefs, Training and Development Branches at Regional and District Offices, and Service Centers; training managers at computer center and data center (See Appendix A.).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR, Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each office whose records are to be searched, see System Manager.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR, Part 1, Subpart C, Appendix B. Inquiries should be addressed to the System Manager for each Office whose records are to be accessed or contested, see System Manager.

Contesting record procedures: See Access.

Record source categories: Information is extracted from participant registration forms, individual development plans, skill surveys, personnel records, and such other forms as may be developed and prescribed by CSC, Treasury, and IRS Training Personnel.

Treasury/IRS 42.001

System name: Examination Administrative File—Treasury/IRS

System location: Jurisdictional District Office where the individual resides or Service Center where return was examined. (See IRS Appendix A.)

Categories of individuals covered by the system: Any taxpayer who is being considered for examination or is being examined for tax determination purposes, i.e., income, estate and gift, excise or employment tax liability.

Categories of records in the system: Records containing investigatory materials required in making a tax determination or other verification in the administration of tax laws and all other related sub-files directly related to the processing of the tax case. This system also includes other management material related to a case and used for tax administrative purposes including the appeals process.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosures may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents, machine-sensible data media, microfilm.

Retrievability: by taxpayer's name and social security number and employer identification number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1 (16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division, Officials maintaining the system—Director of jurisdictional District Office or service center (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director for each District office or service center whose records are to be searched. This system may contain some records which are exempt from the notification provisions of the Privacy Act. Requesters will not be advised of the existence of records exempt from the notification provisions.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District office or service center whose records are to be accessed or contested. This system may contain some records which are exempt from the Access and Contest provisions of the Privacy Act. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: (1) taxpayer's return. (2) taxpayer's books and records. (3) Informants and third party information. (4) city, state governments. (5) other federal agencies. (6) examinations of related taxpayers. (7) examinations of other taxpayers. (8) taxpayer's representative.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.025

System name: Appraisal and Valuation Files—Treasury/IRS.

System location: Jurisdictional District Office where individual resides. (See IRS Appendix A.)

Categories of individuals covered by the system: Individuals whose examinations warrant an appraisal or valuation of real estate, stock, fees, or any other commodity or service which does not have a readily ascertainable value.

Categories of records in the system: Listing of individuals, items valued or appraised, date of valuation or appraisal, and other descriptive matter such as the name of the corporation with regards to stock and a description of the location in terms of real estate.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents, file cabinets, machine-sensible data media and microfilm.

Retrievability: By taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District Office. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested.

Contesting record procedures: See Access above.

Record source categories: (1) outside engineer valuation; (2) outside fee appraisers; (3) taxpayer's returns; (4) taxpayer's books and records; (5) taxpayer's representative; (6) trade journals and publications; (7) public records.

Treasury/IRS 42.008

System name: Audit Information Management System (AIMS)—Treasury/IRS.

System location: This system is composed of: (1) Computer files located at each jurisdictional IRS Service Center (where tax return is under examination control). Each jurisdictional district (served by an IRS Service Center) has access to the computer file via video terminals; (2) "A" Register Microfilm located at each jurisdictional district office (taxpayer's place of residence) and at each IRS Service Center (where taxpayer's tax return was filed);(3) Group control card forms 5345 and 5354 (including temporary and interim processing files for management and control purposes), located at each jurisdictional district office. Items described under (2) and (3), above, are subfiles of the Aims System.

Categories of individuals covered by the system: Taxpayers whose tax returns are under the jurisdiction of the Examination Division; Examining Officer.

Categories of records in the system: Tax return information from the Master File, Tax return status and location changes, Examination Closing information on examined and non-examined tax returns, examining officer's name including related internal management information.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computer; Microfilm; Paper.

Retrievability: Social Security number, taxpayer's name, examining officer's name.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Computer: Agreed cases are eliminated from data base 90 days after case is closed from Examination; unagreed cases are eliminated from data base after tax liability is agreed to. "A" Register Microfilm: six years or earlier. Group control card Forms 5345 or 5354 (for processing control purposes) three years or earlier.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division, National Office. Officials maintaining the system—Each jurisdictional (taxpayer's place of residence) District Director; Each jurisdictional (the Service Center where taxpayer's tax return was filed) IRS Service Center. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each district whose records are to be searched. This system may contain some records which are exempt from the notification provisions of the Privacy Act. Requesters will not be advised of the existence of records exempt from the notification provisions.

Record access procedures: Individuals seeking access to any record in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested. This system may contain some records which are exempt from the Access and Contest provisions of the Privacy Act. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory materials compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.016

System name: Classification and Examination Selection Files—Treasury/IRS

System location: Jurisdictional District Office or related service center where individual resides. (See IRS Appendix A).

Categories of individuals covered by the system: Individuals whose returns are classified for examination.

Categories of records in the system: Listing of individuals or returns and sub-files consisting of financial information and other information considered in classification and selection of an individual's return for examination—individual's request for examination, missing return information, change in accounting method or period, etc.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents, computer printouts.

Retrievability: by taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: until information is associated with return.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District or service center. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched. This system may contain some records which are exempt from the notification provisions of the Privacy Act. Requesters will not be advised of the existence of records exempt from the notification provisions.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested. This system may contain some records which are exempt from the Access and Contest provisions of the Privacy Act. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: (1) Tax returns, (2) Requests from taxpayer, (3) Requests from Collection Division for prompt examination.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.021

System name: Compliance Programs and Projects Files—Treasury/IRS.

System location: Initiated and maintained in National Office, Regional Offices, or jurisdictional District or service center where taxpayer resides. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers that may be involved in tax evasion schemes or areas of non-compliance grouped by industry, occupation or financial transactions, i.e., return preparers, political contributions, corporate kickbacks.

Categories of records in the system: Records pertaining to individuals in projects.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper records, machine-sensible data media and microfilm.

Retrievability: by taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District or service center. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.024

System name: Coordinated Examinations of Large Cases Program—Treasury/IRS.

System location: Jurisdictional District Office where taxpayer resides. (See IRS Appendix A.)

Categories of individuals covered by the system: Taxpayer whose tax examination is identified as part of a large case examination.

Categories of records in the system: Alphabetic listing of taxpayers and all other related files including those used for management purposes.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper documents, machine-sensible data media and microfilm.

Retrievability: Taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched.

This system may contain some records which are exempt from the notification provisions of the Privacy Act. Requesters will not be advised of the existence of records exempt from the notification provisions.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested.

This system may contain some records which are exempt from the Access and Contest provisions of the Privacy Act.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: (1) Taxpayer's returns. (2) Annual reports. (3) Corporate minutes. (4) Large case proposed change in key district. (5) Published documents.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.027

System name: Data on Foreign Corporations—Treasury/IRS.

System location: IRS Data Center, Detroit, Michigan; National Office Examination Division, Washington, D.C.; District Offices; Regional Offices. (See IRS Appendix A.)

Categories of individuals covered by the system: Individuals required to file Form 959, United States Information Return with Respect to the Organization or Reorganization of a Foreign Corporation and Acquisition of its stock.

Categories of records in the system: Names of individuals filing on foreign holdings.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape in Data Center; Paper at other listed locations, machine-sensible data media and microfilm.

Retrievability: By individual name.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16(41.

Retention and disposal: Three years or earlier.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division, National Office. Officials maintaining the system—District Directors; Regional Commissioners; Director, Examination Division, National Office; Director, Data Center, Detroit, Michigan. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the System of Records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the System of Records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Form 959 only.

Treasury/IRS 42.006

System name: Expropriation of Property by Cuban Government.—Treasury/IRS.

System location: Director, Examination Division, National Office (See IRS Appendix A).

Categories of individuals covered by the system: Owners of property expropriated by the Cuban Government during the period 1959-1964.

Categories of records in the system: Names of owners and brief descriptions of property used to verify losses claimed for expropriation of property.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The contents of this System of Records are available to the public pursuant to the Freedom of Information Act, 5 U.S.C. 552.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper materials stored in file folders.

Retrievability: Indexed by name of individual owner.

Safeguards: Records are maintained in open shelves in an office which is locked during non-office hours.

Retention and disposal: No guidelines have been established, but records are expected to be retained until they have served their purpose and then destroyed.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division National Office. Official maintaining the system—Director, Examination Division, National Office. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Director, Examination Division, National Office.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Director, Examination Division, National Office.

Contesting record procedures: See Access above.

Record source categories: Gaceta Oficial de la Republica de Cuba (Official Gazette of the Republic of Cuba), a public information publication of the Cuban government in which various official actions of the government are recorded.

Treasury/IRS 42.020

System name: Highway Use Tax Examination Program—Treasury/IRS

System location: Internal Revenue Service Centers and district offices. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers owning trucks that are liable for tax.

Categories of records in the system: List of registered trucks and truck owners.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: magnetic tape and computer printout.

Retrievability: By taxpayer's name, social security number, and employer's identification number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: retained until tax year examined is completed and then shredded.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Service Center Directors and District Directors (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director for each Service Center or district office whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each district whose records are to be accessed. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: R.L. Polk Company, Detroit Mich.

Treasury/IRS 42.028

System name: Identity of Taxpayers Using ADP Accounting Records and the Evaluation Thereof—Treasury/IRS.

System location: Regional and District Offices; National Office, Examination Division, Washington, D.C. (See IRS Appendix A.)

Categories of individuals covered by the system: Any taxpayer who uses a computer to process accounting records and taxpayers for which an ADP record retention evaluation has been made.

Categories of records in the system: Name of taxpayer and a description of the types of machine-sensible records the taxpayer has agreed to retain, the retention period and any other related provisions relating to these records. (These records usually pertain to corporations.)

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By Taxpayer's Name.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Identification Retention: Information is periodically updated.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division, National Office. Officials maintaining the system—Jurisdictional District Directors (place of taxpayers residence). (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the System of Records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director that made the evaluation or the taxpayers current jurisdiction (place of residence) District Director.

Record access procedures: Individuals seeking access to any record contained in the System of Records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director that made the evaluation or the taxpayers current jurisdiction (place of residence) District Director.

Contesting record procedures: See Access above.

Record source categories: Examining Officers; commercial listing of ADP users; The evaluator and taxpayer during an ADP record retention evaluation.

Treasury/IRS 42.014

System name: Internal Revenue Service employees' returns Control Files—Treasury/IRS.

System location: District Office where individual is employed. (See IRS Appendix A).

Categories of individuals covered by the system: Any individual who is employed by the Internal Revenue Service.

Categories of records in the system: Alphabetic listing of employee, income tax return information including prior examination results and other tax related information.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents, machine-sensible data media, microfilm.

Retrievability: employee's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: updated periodically and retained as long as individual is employed.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of District or office where individual is employed. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested.

Contesting record procedures: See Access above.

Record source categories: Employee's tax return.

Treasury/IRS 42.017

System name: International Enforcement Program Files—Treasury/IRS.

System location: Jurisdictional District Office where individual resides. (See IRS Appendix A).

Categories of individuals covered by the system: Any individual having substantial foreign business activities.

Categories of records in the system: Listing of individual, summary of income expenses, financial information as to foreign operations, acquisition of foreign stock, controlling interest of a foreign corporation, organization or reorganization of foreign corporation, etc.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents, micro-film, magnetic tape.

Retrievability: Individual's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched. This system may contain some records which are exempt from the notification provisions of the Privacy Act. Requesters will not be advised of the existence of records exempt from the notification provisions.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested. This system may contain some records which are exempt from the Access and Contest provisions of the Privacy Act. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: (1) European treaty countries, (2) Individual's tax returns, (3) Examination of related taxpayers, (4) Public sources of information.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.018

System name: Married Taxpayers Filing Separately and Multiple Filer File—Treasury/IRS.

System location: Jurisdictional Service Center.

Categories of individuals covered by the system: Married individuals who file separate income tax returns.

Categories of records in the system: Listing identifying each married individual filing separately, and taxpayers who have filed more than one return.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Computer printout and magnetic tape.

Retrievability: By taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Disposal of after returns are matched.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division; Officials maintaining the system—Service Center Directors.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Service Center where the individual filed tax returns.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Service Center Director for each Service Center whose records are to be accessed or contested.

Record source categories: Information obtained from taxpayer's return.

Treasury/IRS 42.015

System name: Open and Closed Narcotics Traffickers Files—Treasury/IRS.

System location: Maintained in jurisdictional District Office where taxpayer resides. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayer suspected of being involved as a middle or upper echelon narcotics trafficker and whose return has been or will be examined.

Categories of records in the system: Prior examination results, tax related information indicating a possible need for examination action.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents, machine-sensible data media and microfilm.

Retrievability: by taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional district. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.013

System name: Project Files for the Uniform Application of laws as a result of technical determinations and court decisions. Treasury/IRS.

System location: Jurisdictional district office where taxpayer resides. (See IRS Appendix A).

Categories of individuals covered by the system: Individuals grouped as to project, i.e., individual shareholders of a corporation where a determination having a tax effect has been made.

Categories of records in the system: Listing of individuals and their income tax information.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents.

Retrievability: by taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: retained until project is completed.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested.

Contesting record procedures: See Access above.

Record source categories: (1) Shareholder records. (2) Individual's tax return. (3) Examination of related taxpayer.

Treasury/IRS 42.023

System name: Request and Submittal File for Technical Advice, Assistance, Determination or Coordination—Treasury/IRS.

System location: Jurisdictional District Office where individual resides. (See IRS Appendix A).

Categories of individuals covered by the system: Individual whose return contains questioned or unprecedented technical areas.

Categories of records in the system: Narrative fully explaining or interpreting the technical area in question.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents.

Retrievability: taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested.

Contesting record procedures: See Access above.

Record source categories: (1) Revenue agent who examined taxpayer's return. (2) Taxpayer who is not being examined or is initiating a request while under examination. (3) Taxpayer's representative.

Treasury/IRS 42.009

System name: Strike Force—Treasury/IRS.

System location: Jurisdictional District Office where taxpayer resides. (See IRS Appendix A).

Categories of individuals covered by the system: Files on subject under examination, potential subjects and related taxpayers.

Categories of records in the system: Records of current and prior examinations of individuals suspected of being involved in illegal activity such as organized crime, information from other sources and agencies and other investigative material.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents, machine-sensible data media and microfilm.

Retrievability: by taxpayer's name and social security numbers.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Indefinite period of retention.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—District Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records is exempt under the Privacy Act and may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 42.012

System name: Tax Shelter Program Files—Treasury/IRS.

System location: National, Regional, and jurisdictional District offices (not necessarily carried out in every district). (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers that may be abusing the tax laws through the use of tax shelters.

Categories of records in the system: Tax information relating to the tax shelter for use in determining abuses of tax laws.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7602, 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper documents, machine-sensible data media and microfilm.

Retrievability: taxpayer's name and social security number.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: retained until individual projects are completed.

System manager(s) and address: Official prescribing policies and practices—Director, Examination Division. Officials maintaining the system—Director of jurisdictional District. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched.

This system may contain some records which are exempt from the notification provisions of the Privacy Act. Requesters will not be advised of the existence of records exempt from the notification provisions.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested. This system may contain some records which are exempt from the Access and Contest provisions of the Privacy Act. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: (1) Individual's tax return. (2) Related taxpayer's.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 44.003

System name: Appellate Division Case Data—Treasury/IRS.

System location: Director, Appellate Division, National Office; Appellate branch office. (See IRS Appendix A.)

Categories of individuals covered by the system: Taxpayers.

Categories of records in the system: Provides case control data and management information, utilizing data from system 42.008 and data developed in the appeal process.

Authority for maintenance of the system: 26 U.S.C. 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, magnetic tape.

Retrievability: By taxpayer's name and social security number.

Safeguards: IRS personnel on need to know basis.

Retention and disposal: Generally, six years after case is closed but earlier if no longer needed.

System manager(s) and address: Director, Appellate Division, National Office; Assistant Regional Commissioners (Appellate). (See IRS Appendix A.)

Notification procedure: See System Manager above.

Record access procedures: See System Manager above.

Contesting record procedures: See System Manager above.

Record source categories: Record clerks and Appellate Conferees.

Treasury/IRS 44.001

System name: Appellate Case Files—Treasury/IRS.

System location: Director, Appellate Division, National Office; Assistant Regional Commissioners (Appellate). (See IRS Appendix A.)

Categories of individuals covered by the system: Taxpayers.

Categories of records in the system: Tax returns, Revenue Agents' Reports, case correspondence, legal opinions and Appellate closing actions.

Authority for maintenance of the system: 26 U.S.C. 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, file cabinets.

Retrievability: Name of taxpayer.

Safeguards: Locked file cabinets, locked doors, need to know.

Retention and disposal: Retention as prescribed in Records Control Schedule 208. Disposal by shredding.

System manager(s) and address: Director, Appellate Division, National Office; Assistant Regional Commissioners (Appellate). (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to the individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 44.002

System name: Appellate Appeals Officer Inventory and Unit Time Report, Form 2568—Treasury/IRS.

System location: Appellate branch office. (See IRS Appendix A.)

Categories of individuals covered by the system: Appellate Appeals Officer.

Categories of records in the system: Records time spent on assignments and determines cumulative time on open and closed work units.

Authority for maintenance of the system: 26 U.S.C. 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable). For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: By name of Appellate Appeals officer as to paper storage; by Branch office city as to automated product.

Safeguards: IRS personnel on need to know basis.

Retention and disposal: Dispose after 2 years.

System manager(s) and address: Chief, Appellate Office (see IRS Appendix A.)

Notification procedure: See System Manager above.

Record access procedures: See System Manager above.

Contesting record procedures: See System Manager above.

Record source categories: Appellate Appeals Officer.

Treasury/IRS 46.002

System name: Case Management and Time Reporting System, Criminal Investigation Division—Treasury/IRS.

System location: National, Regional, and District Offices, Data Center, Service centers (See IRS Appendix A.)

Categories of individuals covered by the system: Subjects of Criminal Investigation Division Investigations, Special Agents, and U.S. District Court Judges.

Categories of records in the system: Personal and financial information developed in open and closed criminal tax investigations, including schedules, listings, memorandums, reports, news articles, inventory controls, income tax returns, assessment records, summaries of case activities, time reports, collateral investigation reports and workpapers, court actions, analyses of sentencing practices, and related materials.

Authority for maintenance of the system: 5 USC 301; 26 USC 7602; 26 USC 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this system of records may be disclosed to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in binders; Magnetic tape; Computer printouts.

Retrievability: Name and Case Number.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook," IRM 1(16)41.

Retention and disposal: Not established.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National Office. Officials maintaining the system—Regional Commissioners; District Directors; Director, Criminal Investigation Division; Director, Data Center, Directors, Service centers. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.003

System name: Confidential Informants, Criminal Investigation Division—Treasury/IRS.

System location: District Offices, National Office. (See IRS Appendix A.)

Categories of individuals covered by the system: Confidential Informants; Subjects of Confidential Informant's Reports.

Categories of records in the system: Memorandums, Index Cards, Related Data.

Authority for maintenance of the system: 5 USC 301; 26 USC 7602; 26 USC 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this system of records may be disclosed to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Name or number.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook," IRM 1(16)41.

Retention and disposal: Not established.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National Office. Officials maintaining the system—District Directors. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.004

System name: Controlled Accounts—Open and Closed, Criminal Investigation Division TC 910/TC 914—Treasury/IRS.

System location: Service Centers, Computer Center, District Offices. (See IRS Appendix A.)

Categories of individuals covered by the system: Subjects and potential subjects of criminal tax investigation.

Categories of records in the system: Criminal Investigation Information and Control Notices; Lists of names and related data; Lists of action taken; Transcripts of account.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape and paper.

Retrievability: By name or Social Security Number.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook," IRM 1(16)41.

Retention and disposal: Paper destroyed after 1 year. Magnetic tape erased after 3 months.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National Office. Officials maintaining the system—District Directors, Service Center Directors, Computer Center Director. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched. (See IRS Appendix A.)

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched. (See IRS Appendix A.)

Contesting record procedures: See Access above.

Record source categories: District Office Personnel; Service Center Personnel.

Treasury/IRS 46.005

System name: Electronic Surveillance File, Criminal Investigation Division—Treasury/IRS.

System location: National Office (see IRS Appendix A).

Categories of individuals covered by the system: Subjects of electronic surveillance. Individuals who have been subjects of queries by other agencies.

Categories of records in the system: Information relating to conduct of electronic surveillance.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Names, addresses, and telephone numbers.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook," IRM 1(16)41.

Retention and disposal: Permanent; None authorized.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National Office. Officials maintaining the system—Director, Criminal Investigation Division. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.008

System name: Treasury/IRS Criminal Investigation Division, Information and Correspondence Files, Criminal Investigation Division—Treasury/IRS.

System location: National Office, District Offices, Regional Offices, Service Centers. (See IRS Appendix A.)

Categories of individuals covered by the system: Subjects of correspondence which has been referred to or processed by the Criminal Investigation Division. Other individuals of interest to, or who have had contact with, the Criminal Investigation Division. Individuals potentially dangerous to Service personnel. Service personnel who have been threatened or who have provided armed escort.

Categories of records in the system: Correspondence to and from other agencies and individuals. Reports; Identifying data; Fiduciary reports.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, magnetic tape, and microfilm.

Retrievability: By name.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook," IRM 1(16)41.

Retention and disposal: Not established.

System manager(s) and address: Official prescribing policies and practices—District Directors, Service Center Directors, Regional Commissioners. Officials maintaining the system—Same. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.007

System name: Information Indexing System, Criminal Investigation Division—Treasury/IRS.

System location: District Offices, Data Center, and Service Centers. (See IRS Appendix A.)

Categories of individuals covered by the system: Potential subjects of criminal tax investigations.

Categories of records in the system: Financial records, newspaper articles, reports from other agencies, and similar leads.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, magnetic tape, and microfilm.

Retrievability: Name.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook," IRM 1(16)41.

Retention and disposal: Paper shredded after use. Magnetic Tape—erased after 3 years.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National

Office. Officials maintaining the system—District Directors, Service Center Directors, Data Center Director. (See IRS Appendix A.)

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.009

System name: Information Items, Criminal Investigation Division—Treasury/IRS.

System location: District Offices and Service Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers about whom the Internal Revenue Service has received information alleging a violation of laws within IRS jurisdiction.

Categories of records in the system: Copies of income tax returns, special agent's reports, revenue agent's reports, reports from police and other investigative agencies, memorandum of interview, question-and-answer statements, affidavits, collateral request and replies, information items, newspaper and magazine articles and other published data, financial information from public records, case initiating documents and other similar and related documents.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Tape, paper, and microfilm.

Retrievability: Name.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook," IRM 1(16)41.

Retention and disposal: Paper—shredded after use. Microfilm—destroyed after 5 years. Magnetic tape—erased after 3 years.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National Office. Officials maintaining the system—Service Center Directors, District Directors. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.011

System name: Land Trust Files, Criminal Investigation Division—Treasury/IRS.

System location: District Offices, Service Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Beneficiaries of Land Trusts, Related individuals.

Categories of records in the system: Notices of Fiduciary Relationships. Related correspondence.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602, 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, microfilm, magnetic tape.

Retrievability: Name.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook", IRM 1(16)41.

Retention and disposal: Not established.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National Office. Officials maintaining the system—District Directors, Service Center Directors. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to District Director for each District whose records are to be searched and Director, Criminal Investigation Division, National Office. (See IRS Appendix A).

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to District Director for each District whose records are to be searched and Director, Criminal Investigation Division, National Office. (See IRS Appendix A).

Contesting record procedures: See Access above.

Record source categories: Financial institutions, Fiduciary reports, Notices of Fiduciary Relationships.

Treasury/IRS 46.013

System name: Project Files, Criminal Investigation Division—Treasury/IRS.

System location: National, Regional and District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Potential subjects of criminal tax investigations.

Categories of records in the system: Tax returns, master file data, Court records, Congressional reports, reports from other agencies, reports from Special Prosecutor, project reports, statistical data, other personal and financial information.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, magnetic tape, microfilm.

Retrievability: Name and Social Security Number; However, retrievability exists only for those projects for which indexing procedures have been provided. Most project files do not have a capacity for retrieval by individual identity.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook", IRM 1(16)41.

Retention and disposal: Not established.

System manager(s) and address: Official prescribing policies and practices—Director, Criminal Investigation Division—National Office. Officials maintaining the system—Regional Commissioners; District Directors; and Director, Criminal Investigation Division. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.015

System name: Relocated Witnesses, Criminal Investigation Division—Treasury/IRS.

System location: National Office. (See IRS Appendix A).

Categories of individuals covered by the system: Relocated Witnesses.

Categories of records in the system: Documentation & Relocation Information.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, file cabinet.

Retrievability: By Name.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook", IRM 1(16)41.

Retention and disposal: Indefinite retention.

System manager(s) and address: Official prescribing policies and practices, Director, Criminal Investigation Division, National Office. Officials maintaining the system, Director, Criminal Investigation Division, National Office. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 46.016

System name: Secret Service Details, Criminal Investigation Division—Treasury/IRS.

System location: District Offices, Service Centers, Regional Offices, National Office. (See IRS Appendix A).

Categories of individuals covered by the system: Special Agents.

Categories of records in the system: Lists of names, and Correspondence.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable). Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, file cabinet.

Retrievability: Name.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook", IRM 1(16)41.

Retention and disposal: Not established.

System manager(s) and address: Official prescribing policies and practices, Director, Criminal Investigation Division, National Office, Officials maintaining the system, District Directors, Service Center Directors, Regional Commissioners, Director, Criminal Investigation Division. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certainprovisions of the Privacy Act.

Treasury/IRS 46.022

System name: Treasury Enforcement Communications System (TECS), Criminal Investigation Division—Treasury/IRS.

System location: National Office.

Categories of individuals covered by the system: Fugitives; Subjects of open Special Enforcement Program investigations; Subjects of open Narcotics Traffickers Program investigations; Subject of interest to Special Enforcement Program; individuals on whom both Taxpayer Delinquent Accounts have been issued and notice of Federal Tax Lien filed.

Categories of records in the system: Name, Date of Birth, Social Security Number, Address, Identifying details.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602; 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Disc.

Retrievability: By name or social security number.

Safeguards: Controls will be not less than provided for by the "Access Physical and Document Security Handbook", IRM 1(16)41.

Retention and disposal: Cancellation after 2 years.

System manager(s) and address: Official prescribing policies and practices, Director, Criminal Investigation Division, National Office. Officials maintaining the system, Director, Criminal Investigation Division, National Office.

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 48.001

System name: Disclosure Records. Disclosure—Treasury/IRS.

System location: National Office, Service centers and District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: (1) Subjects of requests for disclosure initiated by the Department of Justice, including suspects or persons related to the violation of Federal laws; persons who have initiated legal actions against the Federal Government, persons identified as strike force targets or related to organized crime activities, persons under investigation for national security reasons, persons believed by the Internal Revenue Service to be related to violations of Federal laws other than the Internal Revenue Code. (2) Persons under investigation by other executive departments or congressional committees for whom tax information has been requested pursuant to 26 U.S.C. 6103. (3) Persons who are parties to criminal or civil non-tax litigation in which the testimony of IRS employees has been requested. (4) Persons who have applied for Federal employment or presidential appointments for which preemployment tax checks have been requested and applicants for Department of Commerce "E" Awards. (5) Requesters for access to records pursuant to 26 U.S.C. 6103, the Freedom of Information Act, 5 U.S.C. 552, and initiators of requests for access, amendment or other action pursuant to the Privacy Act of 1974, 5 U.S.C. 552a. (6) Individuals identified by or initiating correspondence or inquiries processed or controlled by the Disclosure function or relating to the foregoing subjects.

Categories of records in the system: Requests for records, information or testimony, responses to such requests, supporting documentation, processing records, copies of items provided or withheld, control records and related files. Department of Justice, and IRS replies to such requests. (2) Copies of related authorizations to IRS officials permitting such disclosures and, in some instances, their responses. (3) Copies of individuals' tax information, memoranda for file, notations of telephone calls, file search requests, etc.

Authority for maintenance of the system: 26 U.S.C. 7801 and 7802, 26 U.S.C. 6103, 5 U.S.C. 301, 552 and 552a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes, and as necessary to report apparent violations of law to appropriate law enforcement agencies.

Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records in alphabetical or chronological order within subject categories. No centralized index exists. Accountings of disclosure of tax related records pursuant to 5 U.S.C. 552a(c) or 26 U.S.C. 6103(p)(3) are posted to the Individual Master File and retrievable by Social Security Number, or to the Business Master File and retrievable by Employer Identification Number.

Retrievability: Paper records are generally retrievable by name of individual, although category of record and chronological period may be necessary to retrieve some records. The Social Security number is necessary to access accountings of disclosure posted to the Individual Master File. The Employer Identification Number is necessary for access to the Business Master File.

Safeguards: Safeguards will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: In accordance with IRM 1(15)59, Records Disposition Handbook.

System manager(s) and address: Official prescribing policies and practices—Director, Disclosure Operations Division. Officials maintaining the system—Director, Disclosure Operations Division, National Office; Regional Commissioners, District Directors, Service Center Directors, or other official receiving or servicing requests for records. (See IRS Appendix A).

Notification procedure: Requesters seeking to determine if accountable disclosures about them have been made should request an accounting of disclosure pursuant to 5 U.S.C. 552a(c) and 26 U.S.C. 6103(p)(3) of the District Director for the area in which they reside. Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for the area of residence or to the official believed to be maintaining the record of interest (See Appendix A). This system contains some records of law enforcement activities which may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: See notification procedure above, portion of this system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See notification procedure and record access procedure above. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act (See 26 U.S.C. 7852(e)).

Record source categories: Requests for disclosure, records being evaluated and processed for disclosure and related information from other systems of records. Portions of this system may contain investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: Portions of this system have been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 48.007

System name: Economic Stabilization Program Files—Treasury/IRS.

System location: National Office, Regional Offices, District Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Individuals acting as sole proprietorships or partners involved in any pursuit subject to the Economic Stabilization Program, and Congressmen, Government officials, and private individuals.

Categories of records in the system: Case files for the period 1971 through 1974 originating from the investigation of complaints alleging violation of the Stabilization program or in granting or denying of exception/exemption requests. Congressional, public officials', and private individuals' correspondence pertaining to stabilization activities for the period 1971 through 1974 which is not part of a case file.

Authority for maintenance of the system: 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Economic Stabilization Program terminated on June 30, 1974. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage—stored in cartons in servicing Federal Records Centers. Retrievability—indexed or filed by name. Safeguards—Federal Record Center security with access restricted to Internal Revenue Service employees. Retention and Disposal—Retained and disposed in accordance with Records Disposition Handbook, IRM 1(15)59-113 and IRM 1(15)59-213.

System manager(s) and address: Director, Disclosure Operations Division, National Office; Regional Offices and District Offices. (See IRS Appendix A).

Notification procedure: Same as System Manager above.

Record access procedures: Same as System Manager above.

Contesting record procedures: Same as System Manager above.

Record source categories: Letters from the public, applications from individuals, investigative reports, disclosure statements, determination letters, legal appeals and notifications of decisions, and queries for information, interpretations and rulings originating either from Congressmen, public officials, or private individuals.

Treasury/IRS 48.008

System name: Defunct Special Service Staff File being retained because of Congressional directive, ACTS: C-Treasury/IRS.

System location: National Office. (See IRS Appendix A.)

Categories of individuals covered by the system: Individuals suspected of violating the Internal Revenue laws.

Categories of records in the system: Internal Revenue Service Master File printouts; returns and field reports; information from other law enforcement government investigative agencies; Congressional Reports, and news media articles.

Authority for maintenance of the system: U.S.C. 301, 26 U.S.C. 7801 and 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This file is no longer being used by the Internal Revenue Service. The Special Service Staff was abolished August 13, 1973. Disclosure of information contained in this System of Records may be made to the Department of Justice in connection with actual or potential litigation. Access to the System is limited to Congressional Committees and individuals making Freedom of Information requests pertaining to themselves.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records maintained alphabetically by individual and organization contained in vault at IRS National Office.

Retrievability: By alphabet

Safeguards: Access controls are in conformance with provisions of the physical and Document Security Handbook, IRM 1 (16) 41. No IRS official has access to these records except for retrieval purposes in connection with Congressional or Freedom of Information inquiries and litigation cases.

Retention and disposal: Records are being maintained solely for Congressional Committees at their request. When the Congressional Committees have completed their inquiries, the records will be destroyed except for those documents pertaining to pending litigation. Those records will be destroyed upon direction by the Court having jurisdiction over the documents.

System manager(s) and address: Director, Disclosure Operations Division, National Office. (See IRS Appendix A.)

Notification procedure: Individuals seeking to determine if the System of Records contains a record pertaining to themselves may address inquiries to the Director, Disclosure Operations Division, National Office. (See IRS Appendix A for location.)

Record access procedures: Individuals seeking access to any System of Records may inquire in accordance with the instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director, Disclosure Operations Division, National Office. (See IRS Appendix A for location.)

In addition, this System may contain some records provided by other agencies which are exempt from the Access and Contest provisions of the Privacy Act as published in the Notices of the Systems of Records for those agencies.

Contesting record procedures: See Access above.

Record source categories: News media articles, taxpayers' returns and records, informant and third party information, other Federal agencies and examinations of related or other taxpayers.

Systems exempted from certain provisions of the act: Information from an exempt system of records duplicated in this system of records retains the exempt status.

Treasury/IRS 49.001

System name: Collateral and Information Requests System—Treasury/IRS.

System location: The central files for this system are maintained at the Office of International Operations, 1325 K Street, N.W., Washington, D.C. 20225. A corresponding system of records is separately maintained by the foreign posts located in: (1) Bonn, Germany; (2) Canberra, Australia; (3) Caracas, Venezuela; (4) Johannesburg, Republic of South Africa, (5) Kuala Lumpur, Malaysia; (6) London, England; (7) Manila, Philippines: (8) Mexico City, Mexico; (9) Ottawa, Canada; (10) Paris, France; (11) Rome, Italy; (12) Sao Paulo, Brazil; (13) Tehran, Iran, and (14) Tokyo, Japan. Inquiries concerning this system of records maintained by the foreign posts should be addressed to the Director of International Operations.

Categories of individuals covered by the system: United States Citizens, Resident Aliens, Nonresident Aliens.

Categories of records in the system: Record of interviewing witnesses regarding financial transactions of taxpayers; employment data; bank and brokerage house records; probate records; property valuations; public documents, payments of foreign taxes; inventories of assets; business books and records. These records relate to tax investigations conducted by the U.S. Internal Revenue Service where some aspects on an investigation must be pursued in foreign countries pursuant to the various tax treaties between the United States and foreign governments.

Authority for maintenance of the system: 5 USC 301, 26 USC 7602, 26 USC 7801, 26 USC 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records.

Retrievability: By Taxpayer Name.

Safeguards: Access Controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Dispose after 5 years.

System manager(s) and address: Director of International Operations.

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 49.002

System name: Collateral Files, Competent Authority and Index Card Retrieval System—Treasury/IRS.

System location: Office of International Operations, 1325 K Street, N.W., Washington, D.C. 20225.

Categories of individuals covered by the system: U.S. citizens, resident aliens, nonresident aliens whose tax matters come under the jurisdiction of the U.S. competent authority in accordance with pertinent provisions of tax treaties with foreign countries.

Categories of records in the system: Individual case files of taxpayers; (1) who request relief from double taxation or any other assistance that is pertinent to carrying out the provisions of income tax treaties, (2) on whom information (as is pertinent to carrying out the provisions of the convention or preventing fraud or fiscal evasion in relation to the taxes which are the subject of this convention) is exchanged with foreign tax officials of treaty countries, (3) whose records relate to tax fraud investigations conducted by the U.S. Internal Revenue Service where some aspects of an investigation must be pursued in foreign countries pursuant to the various tax treaties between the United States and foreign governments.

Authority for maintenance of the system: 5 USC 301, 26 USC 7602, 26 USC 7801, 26 USC 7802, and applicable treaties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: By taxpayer name.

Safeguards: Access controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Dispose three years after the collateral request has been closed; index cards may be retained ten years.

System manager(s) and address: Director, Office of International Operations, 1325 K Street, N.W., Washington, D.C. 20225.

Notification procedure: Portions of this system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: Portions of this system of records may not be accessed for purposes of inspection or for contest of content of the records.

Contesting record procedures: See Access above. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Record source categories: Portions of this system of records contain investigatory material compiled for law-enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 49.003

System name: Financial Statements File—Treasury/IRS.

System location: Office of International Operations, 1325 K Street, N.W., Washington, D.C. 20225.

Categories of individuals covered by the system: Taxpayers who submitted financial statements when interviewed overseas by examination division employees.

Categories of records in the system: Financial Statements.

Authority for maintenance of the system: 5 USC 301, 26 USC 7602, 26 USC 7801, 26 USC 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records.

Retrievability: By Taxpayer's name.

Safeguards: Access Controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Dispose after 2 years.

System manager(s) and address: Director of International Operations.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries may be addressed to the Director of International Operations, 1325 K St., N.W., Washington, D.C. 20225.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of International Operations.

Contesting record procedures: See Access above.

Record source categories: Overseas examination division employees.

Treasury/IRS 49.007

System name: Overseas Compliance Projects System.

System location: The central files for this system are maintained at the Office of International Operations, 1325 K Street, N.W., Washington, D.C., 20225. A corresponding system of records is separately maintained by the foreign posts located in: (1) Bonn, Germany; (2) Canberra, Australia; (3) Caracas, Venezuela; (4) Johannesburg, Republic of South Africa; (5) Kuala Lumpur, Malaysia; (6) London, England; (7) Manila, Philippines; (8) Mexico City, Mexico; (9) Ottawa, Canada; (10) Paris, France; (11) Rome, Italy; (12) São Paulo, Brazil; (13) Tehran, Iran; and (14) Tokyo, Japan. Inquiries concerning this system of records maintained by the foreign posts should be addressed to the Director of International Operations.

Categories of individuals covered by the system: United States Citizens, Resident Aliens, Nonresident Aliens.

Categories of records in the system: Documents and factual data relating to: (1) personal expenditures or investments not commensurate with known income and assets; (2) receipt of significant unreported income; (3) improper deduction of significant capital or personal living expenses; (4) failure to file required returns or pay tax due; (5) omission of assets or improper deduction or exclusion of items from estate and gift tax returns.

Authority for maintenance of the system: 5 USC 301, 26 USC 7602, 26 USC 7801, 26 USC 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records.

Retrievability: By Taxpayer Name.

Safeguards: Access Controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Dispose after 5 years.

System manager(s) and address: Director of International Operations.

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See Access above.

Record source categories: This system of records contains investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 49.008

System name: Taxpayer Service Correspondence System—Treasury/IRS.

System location: This system is separately maintained by each one of the 14 overseas posts of the Office of International Operations, located in: (1) Bonn, Germany, (2) Canberra, Australia; (3) Caracas, Venezuela; (4) Johannesburg, Republic of South Africa; (5) Kuala Lumpur, Malaysia; (6) London, England; (7) Manila, Philippines; (8) Mexico City, Mexico; (9) Ottawa, Canada; (10) Paris, France; (11) Rome, Italy; (12) Sao Paulo, Brazil; (13) Tehran, Iran; and (14) Tokyo, Japan. Inquiries concerning this system of records maintained by the foreign posts should be addressed to the Director of International Operations, 1325 K Street, N.W., Washington, D.C. 20225.

Categories of individuals covered by the system: United States Citizens, Resident Aliens, Nonresident Aliens.

Categories of records in the system: Correspondence from taxpayers, foreign post personnel and Office of International Operations headquarters offices in Washington, D.C.

Authority for maintenance of the system: 5 USC 301, 26 USC 7602, 26 USC 7801, 26 USC 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper Records.

Retrievability: By Taxpayer Name.

Safeguards: Access Controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Dispose after 5 years.

System manager(s) and address: Director of International Operations.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CRF Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of International Operations, 1325 K Street, N.W., Washington, D.C. 20225.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of International Operations. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Taxpayers and Office of International Operation's foreign posts and headquarter's offices.

Treasury/IRS 50.002

System name: Employee Plans/Exempt Organizations, Employee Plan Determination Letter Records—Treasury/IRS.

System location: District Offices. See IRS Appendix A.

Categories of individuals covered by the system: Applicants for approval of individually designed plans and bond purchase plans, covering self-employed individuals.

Categories of records in the system: Contains plan name, type, treatment accorded, etc. Sub-systems include plan files containing applications, attachments, determination letters, related documents, and audit history file.

Authority for maintenance of the system: 26 USC 7801, 7802 and 7805.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Indexed by name.

Safeguards: Security will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41; and

Retention and disposal: Cards retained indefinitely; related files destroyed or retired over varying numbers of years as specified in the Records Control Schedule, IRM 1(15)59-110.

System manager(s) and address: District Director who has jurisdiction over the plan. See IRS Appendix A.

Notification procedure: Same as above.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content,

may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director having jurisdiction. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See access above.

Record source categories: Applicants requesting a determination letter.

Treasury/IRS 50.001

System name: Employee Plans/Exempt Organizations, Employee Plans/Exempt Organizations Assignment Record (Form M-6209)—Treasury/IRS.

System location: National Office See IRS Appendix A.

Categories of individuals covered by the system: Requestors of letter rulings, and subject of field office requests for technical advice and assistance and other correspondence.

Categories of records in the system: Contains the name, date, nature and subject of an assignment, and work history. Sub-systems include case files that contain the correspondence, internal memoranda, and related material. They also include digests of issues involved in proposed revenue rulings.

Authority for maintenance of the system: 26 USC 7801, 7802, and 7805.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper records.

Retrievability: Indexed by name.

Safeguards: security will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41; and

Retention and disposal: Cards retained indefinitely; related files destroyed or retired over varying numbers of years as specified in the Records Control Schedule, IRM 1(15)59-110.

System manager(s) and address: Assistant Commissioner (Employee Plans/Exempt Organizations) 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Notification procedure: Same as above.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (EP/EO), National Office. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See above.

Record source categories: Individuals requesting rulings or information and field offices requesting technical advice or assistance.

Treasury/IRS 50.003

System name: Employee Plans/Exempt Organizations, Reports of Significant Matters in EP/EO (M-5945)—Treasury/IRS.

System location: National Office. See IRS Appendix A.

Categories of individuals covered by the system: Individual subjects of letter ruling requests, technical advice requests etc., where a "Report of Significant Matter in EP/EO," has been prepared because of the presence of a matter significant to tax administration.

Categories of records in the system: Copies of "Reports of Significant Matter in EP/EO."

Authority for maintenance of the system: 26 U.S.C. 7801, 7802, and 7805.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: paper records.

Retrievability: indexed by name.

Safeguards: safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: not specific.

System manager(s) and address: Assistant Commissioner, (Employee Plans/Exempt Organizations) 1111 Constitution Avenue, Washington, D.C. 20224.

Notification procedure: Same as above.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner, (Employee Plans/Exempt Organizations), National Office.

Contesting record procedures: See access above.

Record source categories: Individual subjects of letter ruling requests, technical advice requests, etc., where a "Report of Significant Matter in EP/EO." has been prepared.

Treasury/IRS 60.001

System name: Assault and Threat Investigation Files Inspection-Treasury/IRS.

System location: National Office and Regional Inspector's Offices, (See IRS Appendix A).

Categories of individuals covered by the system: Persons who attempt to interfere with the administration of the Internal Revenue laws through threats, assaults or forcible interference of any officer or employee while discharging the official duties of his position.

Categories of records in the system: Document citing the complaint, Documentary evidence (i.e., threatening letter), Report of investigation, with possible statements, or affidavits as exhibits. Report of legal action, if case is prosecuted. Local police record of individual named in case. FBI record of individual named in the case.

Authority for maintenance of the system: 26 U.S.C. 7608, 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Documents Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection). (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See access above.

Record source categories: This system of records contains investigatory material compiled for criminal law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.002

System name: Bribery Investigation Files, Inspection-Treasury/IRS.

System location: National Office and Regional Inspector's Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Employees or former employees of the Treasury Department, and Taxpayers and non-IRS persons whose alleged criminal actions may affect the integrity of the Service.

Categories of records in the system: A report of investigation including exhibits, affidavits, transcripts, and documentation concerning requests and approval for consensual telephone and consensual non-telephone monitoring. A report of legal action concerning the results of prosecution. Prior criminal record of subject.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602, 7608, 7801, 7802; EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection). (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See access above.

Record source categories: This system of records contains investigatory material compiled for criminal law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.003

System name: Conduct Investigation Files, Inspection—Treasury/IRS.

System location: National Office and Regional Inspector's Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Employees and former employees of: Internal Revenue Service, Office of the Secretary of the Treasury, Office of the General Counsel, Office of the Treasurer of the United States, Office of the Comptroller of the Currency, Office of International Finance, Bureau of Government Financial Operations, Bureau of Accounts, Bureau of Engraving and Printing, Bureau of the Mint, Bureau of the Public Debt, U.S. Savings Bond Division, and the Consolidated Federal Law Enforcement Training Center.

Categories of records in the system: Document citing complaint of alleged misconduct or violation of statute; Report of investigation to resolve allegation of misconduct or violation of statute, with related exhibits of statements, affidavits or records obtained during investigation; Report of action taken by management personnel adjudicating any misconduct substantiated by the investigation; andReport of legal action resulting from violations of statutes referred for prosecution.

Authority for maintenance of the system: 5 U.S.C. 301; 26 USC 7602, 7608, 7801, 7802; EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection) (See IRS Appendix A).

Notification procedure: Many of the records in this system may be exempt under subsections J and/or K Privacy Act of 1974 and may not be accessed for purposes of inspection or for contest of content of records. Individuals seeking to determine if their record is accessible may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant Commissioner (Inspection) National Office.

Record access procedures: Same as Notification section.

Contesting record procedures: Same as notification section.

Record source categories: Department of Treasury personnel and records, Taxpayers (Complainants, Witnesses, Confidential Informants), Other Federal Agencies, State and local agencies, Tax Returns and related documents, Personal observations of the investigator, and subjects of the investigation.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.004

System name: Disclosure Investigation Files, Inspection—Treasury/IRS

System location: National Office and Regional Inspector's Offices. (See IRS Appendix A).

Categories of individuals covered by the system: (a) Internal Revenue Service employees who have allegedly disclosed confidential tax information. (b) State and Local Government employees who have allegedly disclosed confidential Federal tax information. (c) Tax return preparers who have allegedly disclosed confidential Federal tax information.

Categories of records in the system: (a) Document citing the complaint of the alleged criminal or administrative violation. (b) Investigative report, including statements, affidavits and any other pertinent documents supporting the investigative report, which will be attached as an exhibit. (c) Report of legal action if case is accepted by U.S. Attorney for prosecution. (d) Report of action by management personnel if case is referred for administrative adjudication.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602, 7608, 7801, 7802; EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. (b) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. (c) Routine disclosure may be made to authorized investigative offices of other Federal agencies in

connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See access above.

Record source categories: This system of records contains investigatory material compiled for criminal law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.005

System name: Enrollee Applicant Investigation Files; Inspection—Treasury/IRS.

System location: National Office and Regional Inspector's Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Former employees and non-IRS persons who apply for enrollment to practice before IRS under the provisions of Circular 230.

Categories of records in the system: Investigative report covering results of checks of: FBI files; Inspection files; local police; Examination and Intelligence Division files; and verification of Federal tax filing status. Also, appropriate documents attached as exhibits showing results of above file checks.

Authority for maintenance of the system: 26 U.S.C. 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. (b) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. (c) Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection). (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant Commissioner (Inspection) National Office.

Record access procedures: Same as Notification section.

Record source categories: Internal Revenue Service, Federal Bureau of Investigation, Local police departments.

Treasury/IRS 60.006

System name: Enrollee Charge Investigation Files, Inspection—Treasury/IRS

System location: National Office and Regional Inspector's Offices.

Categories of individuals covered by the system: IRS employees or former employees, tax practitioners, attorneys, certified public accountants or enrolled persons.

Categories of records in the system: A documented complaint or request for investigation alleging criminal or administrative misconduct affecting IRS integrity. A report of investigation, including exhibits such as affidavits, statements or documents which have been reviewed. A report of legal action resulting from violations of statutes referred for prosecution. A report of action taken by management personnel adjudicating any misconduct on the part of an IRS employee substantiated by the investigation.

Authority for maintenance of the system: 26 U.S.C. 7801, 7802, 7608.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection). (See IRS Appendix A).

Notification procedure: Many of the records in this system may be exempt under subsections J and/or K of the Privacy Act of 1974 and may not be accessed for purposes of inspection or for contest of content of records. Individuals seeking to determine if their record is accessible may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant Commissioner (Inspection) National Office.

Record access procedures: Same as Notification section.

Contesting record procedures: Same as notification above.

Record source categories: Department of Treasury, Personnel and Records, Other Federal agencies, Taxpayers/Complainants, State and local agencies, Tax returns, Newspapers, Person acquainted with the individual under investigation, Subjects of the investigation, and Personal observations of the investigator.

Systems exempted from certain provisions of the act: Portions of this system have been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.007

System name: Miscellaneous Information File, Inspection—Treasury/IRS

System location: National Office and Regional Inspector's Office. (See IRS Appendix A).

Categories of individuals covered by the system: Employees and former employees of the Internal Revenue Service, Tax practitioners (Attorneys, Certified Public Accountants, Enrolled Persons, Return Preparers), Alleged tax violators, Persons whose actions or alleged actions indicate a threat to IRS employees, facilities, or the integrity of the tax system, Confidential Informants, and Reputed members of the organized criminal element.

Categories of records in the system: Complaint type information regarding IRS employees which is not, in itself, specific or significant enough to initiate an investigation when received. Allegations of bribery and gratuities by taxpayers and/or their representatives which are not by themselves specific or significant enough to initiate an investigation when received. Allegations of misconduct by tax practitioners, enrolled persons, or tax preparers which are not by themselves specific or significant enough to initiate an investigation when received. Any information received or developed by Inspection that has a bearing on IRS, but is not of itself specific or significant enough to initiate an investigation when received. Information received by Inspection pertaining to alleged violations enforced by other agencies or Divisions of IRS, copies of which are referred to those respective agencies or divisions. Photographs and descriptive data of some IRS employees and of persons arrested by Inspection. Information concerning lost or stolen Government documents, property, credentials or IRS employee personal property lost or stolen on Government premises. List of persons in State or Local Government agencies working under State agreements and having access to Federal Tax information. Newspaper or periodical items about IRS. Newspaper items regarding attorneys, CPA's, Tax Practitioners or Return Preparers arrested, indicted, convicted or under investigation by other agencies. Allegations of threats, assaults, forcible interference or other violence type activity aimed at employees or facilities of IRS which are not by themselves specific or significant enough to initiate an investigation when received. Information regarding Inspection's mission which does not fall into any of the above categories.

Authority for maintenance of the system: 5 U.S.C. 301; 26 USC 7602, 7608, 7801, 7802; EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and CFR 404 6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual, subject, or incident involved.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59. Informant files are retained as long as informant remains active.

System manager(s) and address: Assistant Commissioner (Inspection).

Notification procedure: Some of the records in this system may be exempt under subsections J and/or K and may not be accessed for purposes of inspection or for contest of content of records. Individuals seeking to determine if their record is accessible may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant Commissioner (Inspection) National Office.

Record access procedures: Same as notification section.

Contesting record procedures: See notification above.

Record source categories: Department of Treasury Personnel and Records, Newspapers and Periodicals, Taxpayers (Complainants, Witnesses, and Informants), State and Local Government Agency Personnel and Records, and Anonymous Complainants.

Systems exempted from certain provisions of the act: Portions of this system have been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.008

System name: Security, Background and Character Investigations Files, Inspection—Treasury/IRS

System location: National Office and Regional Inspector's Office. (See IRS Appendix A).

Categories of individuals covered by the system: Current, former and prospective employees of: Internal Revenue Service, Office of the Secretary of the Treasury, Office of the General Counsel, Office of the Treasurer of the United States, Office of the Comptroller of the Currency, Office of International Finance, Bureau of Government Financial Operations, Bureau of Accounts, Bureau of Engraving and Printing, Bureau of the Mint, Bureau of the Public Debt, U.S. Savings Bond Division, Consolidated Federal Law Enforcement Training Center, and Private Contractors at IRS Facilities.

Categories of records in the system: (a) Federal Employment Application Forms (b) Results of National Agency Checks (prior reports and records from) FBI Investigative Files, Fingerprint Files, Civil Service Commission, Defense Central Index of Investigations, House Committee on Internal Security, and Coast Guard Intelligence. (c) Employee's Tax Account History (d) Results of Employees Examination (e) Employee's Financial Statement (f) A summary report, a narrative report, notes and/or written replies resulting from the investigator's inquiries into the subject's scholastic record, prior employments, military service, references, neighbors, police records and past credit record. (g) Report of action taken by management personnel adjudicating any derogatory information developed by the investigation. (h) Report of legal action resulting from violations of statutes referred for prosecution.

Authority for maintenance of the system: 5 U.S.C. 301; 26 USC 7602, 7608, 7801, 7802; EO 10450; EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection Personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Records Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection). (See IRS Appendix A).

Notification procedure: Some of the records in this system may be exempt and may not be accessed for purposes of inspection or for contest of content of records. Individuals seeking to determine if their record is accessible may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant Commissioner (Inspection) National Office.

Record access procedures: Same as Notification section.

Contesting record procedures: Same as notification above.

Record source categories: Employment Application Forms submitted by subject of investigation. Financial information from subject. Federal, State and Local Government Agencies (Police, Court and Vital Statistics records). Credit Reporting Agencies. Neighbors (former and present). References. Former and present employers and co-workers. Other third party sources. Schools. Tax Returns and Examination Results. Information provided by the individual under investigation.

Systems exempted from certain provisions of the act: Portions of this system have been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.009

System name: Special Inquiry (Complaint) Investigation Files, Inspection—Treasury/IRS.

System location: National Office and Regional Inspector's Offices. (See IRS Appendix A).

Categories of individuals covered by the system: Employees or former employees of the Treasury Department and the Internal Revenue Service. Non-employees whose alleged criminal actions may affect the integrity of the Internal Revenue Service.

Categories of records in the system: A documented complaint from some source alleging criminal or administrative misconduct affecting Internal Revenue Service integrity. A report of investigation to resolve the complaint, including exhibits of IRS or public documents reviewed during the investigation.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602, 7608, 7801, 7802; EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel of a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Record Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection). (See IRS Appendix A).

Notification procedure: Many of the records in this system may be exempt under subsections J and/or K and may not be accessed for purposes of inspection or for contest of content of records. Individuals seeking to determine if their record is accessible may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant Commissioner (Inspection) National Office.

Record access procedures: Same as Notification above.

Contesting record procedures: Same as notification above.

Record source categories: Taxpayers (Complainants, Witnesses, Confidential Informants), Federal, State and Local Government Agencies' personnel and records (Police, court, property, etc.), Newspapers or periodicals, Department of the Treasury personnel and records, Financial institutions, and Other Private Business records.

Systems exempted from certain provisions of the act: Portions of this system have been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 60.010

System name: Tort Investigation Files, Inspection—Treasury/IRS.

System location: National Office and Regional Inspector's Office. (See IRS Appendix A).

Categories of individuals covered by the system: Employees of the Department of the Treasury and non-Federal persons involved in accidents on property under Department of the Treasury jurisdiction or with Department of the Treasury employees.

Categories of records in the system: A report of investigation including exhibits such as SF-91, Operator's Report of Motor Vehicle Accident; SF-91A, Investigation Report of Motor Vehicle Accident; SF-92A, Report of Accident Other Than Motor Vehicle; SF-94, Statement of Witness; Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator. In addition, attached as exhibits might be a Police Report of the accident; copies of insurance policies of the involved drivers; photographs of the scene or vehicles after the accident; Treasury Department vehicle maintenance record, medical records.

Authority for maintenance of the system: 5 U.S.C. 301; 26 U.S.C. 7602, 7608, 7801, 7802; EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosures may be made during judicial processes. Routine disclosure may be made to other agencies to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Routine disclosure may be made to authorized investigative offices of other Federal agencies in connection with background and security clearance procedures or when the subject is under investigation for employment or statute violations. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records, in folders, in file cabinets.

Retrievability: By name of individual to whom it applies.

Safeguards: Not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41. Also, accessible to Inspection personnel on a need-to-know basis, all of whom have been cleared by background investigations.

Retention and disposal: In accordance with Record Control Schedule 105, IRM 1(15)59.

System manager(s) and address: Assistant Commissioner (Inspection). (See IRS Appendix A).

Notification procedure: Some of the records in this system may not be accessed for purposes of inspection or for contest of content of records. Individuals seeking to determine if their record is accessible may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to Assistant Commissioner (Inspection) National Office.

Record access procedures: Same as Notification above.

Contesting record procedures: Same as notification above.

Record source categories: Department of Treasury personnel and records, Federal, State and local police agencies, Witnesses, Subjects involved in the investigation, Hospitals (medical records), Doctors (medical records and personal observations), Personal observations of the investigator, Automobile repair facilities, Insurance Companies, Attorneys, Federal, state and local driver license records, and Federal and State vehicle registration records.

Treasury/IRS 70.001

System name: Individual Income Tax Returns, Statistics of Income—Treasury/IRS

System location: Primary-Internal Revenue Service Data Center, Secondary-(a)Internal Revenue Service, Statistics Division, (b) Federal Records Centers. (See IRS Appendix A).

Categories of individuals covered by the system: Taxpayers selected for an annual statistical sample.

Categories of records in the system: Sources of income, exemptions deductions, income tax, and tax credits, as reported on Forms 1040 and 1040A. The records are used to prepare and publish each year statistics, aggregated so as to prevent disclosure of taxpayer identity.

Authority for maintenance of the system: 26 U.S.C. 6108.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103 where applicable).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: The statistical output records (i.e., those from which the statistics are directly derived) are maintained on magnetic tape. The input records are maintained as paper documents or copies thereof. The input records are of two types: (1) Copies of U.S. Individual Income Tax Returns (primary input records) and (2) Edit sheets (intermediate input records) which contain information manually abstracted from the primary records.

Retrievability: Each magnetic tape record is identified by social security number and a unique Document Locator Number assigned by the Internal Revenue Service. Those with sole proprietorship income, in addition, contain employer identification number, if reported by the taxpayer. Each primary input record and, for years

before 1972, each intermediate input record are identified by name and address.

Safeguards: Access Controls will not be less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Dispose after 40 years.

System manager(s) and address: Assistant Commissioner (Planning and Research), National Office. (See IRS Appendix A).

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual.

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records.

Contesting record procedures: See access above.

Record source categories: Forms 1040 and 1040A, Individual Income Tax Returns.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 80.001

System name: Artist File, Assistant Commissioner (TECHNICAL)—Treasury/IRS.

System location: National Office (See IRS Appendix A).

Categories of individuals covered by the system: Famous or noted artists whose works have been evaluated.

Categories of records in the system: Commissioner's Art Panel decisions on values of works of art by named artists and appraisal documentation.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602, 26 U.S.C. 7805 (a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage, paper records. Retrievability, indexed by name. Safeguards, safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal, System has been retained since 1968.

System manager(s) and address: Assistant Commissioner (Technical), National Office.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Contesting record procedures: See Access above.

Record source categories: Appraisal documentation and Art Panel decisions.

Treasury/IRS 80.003

System name: Correspondence Control and Records, Assistant Commissioner (Technical)—Treasury/IRS.

System location: National Office (See IRS Appendix A).

Categories of individuals covered by the system: Individual subjects of letter rulings, technical advice, and other correspondence from the Office of the Assistant Commissioner (Technical).

Categories of records in the system: Cards containing taxpayer names, date of correspondence, issue, and related information, and related letter ruling, technical advice, and other correspondence files.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602, 26 U.S.C. 7805 (a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 CFR 404.6103) and as necessary to report apparent violations of law to appropriate law enforcement agencies. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage, paper records. Retrievability, indexed by name. Safeguards, safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal, Cards retained indefinitely; related files destroyed or retired over varying numbers of years as specified in the Records Control Schedule, IRM 1(15)59-110.

System manager(s) and address: Assistant Commissioner (Technical), National Office. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instruction appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Record access procedures: Individual seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Individual subjects of letter rulings, technical advice, and other correspondence; field office personnel.

Treasury/IRS 80.002

System name: Expert witness and fee appraiser files, Assistant Commissioner (Technical)—Treasury/IRS.

System location: National Office (See IRS Appendix A).

Categories of individuals covered by the system: Potential expert witnesses for litigation and fee appraisers for art valuation.

Categories of records in the system: Biographical sketches, application letters or list of names by specialty.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602, 26 U.S.C. 7805 (a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage, paper records. Retrievability, indexed by name. Safeguards, safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal, Retained for many years, will be purged periodically to reflect current data.

System manager(s) and address: Assistant Commissioner (Technical), National Office. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Contesting record procedures: See Access above.

Record source categories: Varied, generally from the named individual, often unsolicited.

Treasury/IRS 80.004

System name: Reference Index Digest Cards, Assistant Commissioner (Technical)—Treasury/IRS.

System location: National Office (See IRS Appendix A).

Categories of individuals covered by the system: Individual subjects of letter rulings, technical advice, and other correspondence, where case was published as a Revenue Ruling or classified as "Reference";

Categories of records in the system: Cards containing taxpayer names, issue, disposition of case, and related information.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602, 26 U.S.C. 7805 (a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage, paper records. Retrievability, indexed by name. Safeguards, safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal, Retained indefinitely.

System manager(s) and address: Assistant Commissioner (Technical), National Office (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Individual subjects of letter rulings, technical advice, and other correspondence, and field office personnel where case was published as a Revenue Ruling or classified as "Reference".

Treasury/IRS 80.005

System name: Reports of Significant Matters (Form M-5945), Assistant Commissioner (Technical)—Treasury/IRS.

System location: National Office (Certain Division and Branch Offices) (See IRS Appendix A).

Categories of individuals covered by the system: Individual subjects of letter ruling requests, technical advice requests etc., where a "Report of Significant Matter in Technical" has been prepared because of the presence of a matter significant to Tax Administration.

Categories of records in the system: Copies of "Reports of Significant Matter in Technical".

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, 26 U.S.C. 7802, 26 U.S.C. 7602, 26 U.S.C. 7805 (a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine disclosure of information contained in this system of records may be made to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Storage, paper records. Retrievability, indexed by name. Safeguards, safeguards will not be less than provided by the Physical and Document Security Handbook, IRM 1(16)41. Retention and Disposal, varied.

System manager(s) and address: Assistant Commissioner (Technical), National Office. (See IRS Appendix A).

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part I, Subpart C, Appendix B. Inquiries should be addressed to the Assistant Commissioner (Technical), National Office.

Contesting record procedures: See Access above.

Record source categories: Individual subjects of letter ruling requests, technical advice requests, and other correspondence; field office personnel, where a "Report of Significant Matter in Technical" has been prepared.

Treasury/IRS 90.001

System name: Chief Counsel Criminal Tax Case Files. Each Regional Counsel Office, each District Counsel Office, and the National Office maintain one of these systems. The information in this notice applies to all 46 systems—Treasury/IRS.

System location: The addresses of the National Office, each Regional Counsel Office and each District Counsel Office are listed in the Appendix, IRS Appendix A.

Categories of individuals covered by the system: (1) Taxpayers and related parties against whom tax-related criminal recommendations have been made. (2) Taxpayers and related parties under investigation for criminal tax-related violations who have corresponded with the Regional Counsel's Office. (3) Taxpayers and related parties on whom advice has been requested concerning investigation for tax-related offenses. (4) Potential witnesses in criminal tax investigations. (5) Investigative subjects in connection with Organized Crime Drive, Strike Force, Narcotics Project, or HUD project.

Categories of records in the system: (1) Internal Control Records. (2) Legal and administrative files including investigative reports. (3) Correspondence files. (4) Information on potential witnesses including expert witnesses. (5) Special project files such as Organized Crime Drive, Narcotics Project and HUD project.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To appropriate persons when the Service is engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony, courts for the purpose of proceeding with litigation, non-adversary or adversary parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, individuals seeking information by using established discovery procedures, to federal, foreign and state government agencies to the extent necessary to obtain records in their possession. (4) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (5) Routine disclosure may be made to other agencies to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 301.6103 where applicable). (6) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Records are locked up during nonworking hours and during periods when the work area is vacant. Access is strictly controlled and limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Except for files retained for their research value, Regional and District Counsel legal files are generally retired to the Federal Records Center 2 years after they are closed and disposed of 20 years after closing. National Office legal files are retired to the Federal Records Center 5 years after the case is closed. National Office non-precedent cases are transferred to the National Archives 20 years after the case is closed. Other records are retained indefinitely and disposed of when no longer useful. Files transferred

from other divisions are returned to the source when no longer needed.

System manager(s) and address: Each Regional Counsel is the system manager of the systems in his or her Region. The Director of the Criminal Tax Division is the system manager of the National Office system. The addresses are in the Appendix. See IRS Appendix A.

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual as it is exempt under 5 U.S.C. 552a(j) (2).

Record access procedures: This system of records may not be accessed for the purposes of inspection or for contest of content of records as it is exempt under 5 U.S.C. 552a(j) (2).

Contesting record procedures: See Access above.

Record source categories: Taxpayers and their representatives, Department of Treasury personnel, Other Federal agencies, State, local, and foreign governments, Witnesses, Informants, Parties to disputed matters of fact or law, Other persons who communicate with the Internal Revenue Service.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.002

System name: Chief Counsel Disclosure Litigation Division Case Files—Treasury/IRS.

System location: Disclosure Litigation Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Categories of individuals covered by the system: Persons who communicate with the Service regarding disclosure matters or who are involved with a disclosure issue involving the Service.

Categories of records in the system: (1) Legal Case and Administrative Case Files, (2) Internal Control Records.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To appropriate persons when the Service is engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony, courts for the purpose of proceeding with litigation, nonadversary or adversary parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, to individuals seeking information by using established discovery procedures, to federal, foreign, and state government agencies to the extent necessary to obtain records in their possession. (4) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (5) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). (6) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: A background investigation is made on personnel. Division offices are located in a security area to which only personnel of the Disclosure Litigation Division and the Criminal Investigation Division have keys. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: All records are retained indefinitely and disposed of when no longer useful.

System manager(s) and address: Director, Disclosure Litigation Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, Washington, D.C. 20224.

Notification procedure: Most of the records in this system may not be accessed for purposes of determining if the records pertain to a particular individual as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k)(2). An individual who wishes to determine whether the system contains any records pertaining to himself which are not exempt may address inquiries to the Director of the Disclosure Litigation Division. The address is listed in the Appendix. Inquiries must be made in accordance with the instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B.

Record access procedures: Most of the records in this system may not be accessed for purpose of inspection or for contest of content of records as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2). Individuals seeking access to any record which is not exempt or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Persons who communicate with the agency regarding disclosure matters, Department of Treasury Employees, State, local, and foreign governments, Other Federal agencies, Witnesses, Informants, Parties to disputed matters of fact or law.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.003

System name: Chief Counsel General Administrative Systems. Each of the 45 Regional Counsel Offices and District Counsel Offices, each of the 9 Divisions in the National Office, the Office of the Chief Counsel, and the Offices of the Deputy Chief Counsels (General, Litigation and Technical) and maintain a General Administrative System. This notice applies to all 58 of these systems.—Treasury/IRS.

System location: The location of these systems are listed in the Appendix, see IRS Appendix A.

Categories of individuals covered by the system: (1) Past, present and prospective employees of the Chief Counsel's Office. (2) Tax Court Witnesses.

Categories of records in the system: (1) Employee records other than Official Personnel Files of the Civil Service Commission. (2) Time and Attendance Cards. (3) Financial Records such as Travel Expenses, Notary Public Expenses, Moving Expenses, Expenses of Tax Court Witnesses and Miscellaneous Expenses. (4) Employee Recruiting Records.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) An apparent violation of the law will be referred to the appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action, or regulatory order. (3) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (4) To the Civil Service Commission for appropriate personnel actions. (5) A record from this system of records may be disclosed to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (6) A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (7) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are generally retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Records are retained indefinitely and disposed of when no longer useful.

System manager(s) and address: Each Regional Counsel is the system manager of the systems in his or her Region. Each Division Director is the system manager of the system in his or her Division. The Chief Counsel and the Deputy Chief Counsels (Litigation, General and Technical) are the system managers of the system in each of their Offices. See IRS Appendix A.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Regional Counsel of the Region in which the records are located or the Director of the Disclosure Litigation Division in the case of records in the National Office. The addresses are listed in the Appendix.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Regional Counsel of the Region in which the records are located or the Director of the Disclosure Litigation Division in the case of records in the National Office. The addresses are listed in the Appendix. Information leading to the identity of a confidential source is exempt pursuant to 5 U.S.C. 552a (k) (5).

Contesting record procedures: See Access above.

Record source categories: Employees, Department of Treasury Personnel, Tax Court Witnesses, Civil Service Commission, Other Federal agencies, State, local, and foreign governments, References, Former employers.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.004

System name: Chief Counsel General Legal Services Case Files. Each of the seven Regional Counsel Offices and the National Office do or will maintain a General Legal Services Case File System. The information in this notice applies to all eight systems.—Treasury/IRS.

System location: The addresses of the National Office and each Regional Counsel Office are listed in the Appendix, see IRS Appendix A.

Categories of individuals covered by the system: Persons involved in litigation, actions, investigations or cases falling within the jurisdiction of the General Legal Services function including persons—(1) who have caused service of subpoenas, summonses, or other judicial process directed to an officer or employee of the Treasury Department in his official capacity. (2) who are parties in personnel matters, as well as discrimination and labor management relations matters, of the Internal Revenue Service, Chief Counsel's Office or, in some instances, other agencies in the Treasury Department. (3) who are parties in practitioner actions under the jurisdiction of the Director of Practice or the Joint Board of Actuaries. (4) who are parties in procurement matters and under the Federal Claims Collection Act. (5) who are parties in litigation or administrative claims involving the Federal Tort Claims Act, the Military Personnel and Civilian Employee Compensation Act, relief of accountable officers for loss of Government funds, rewards, acts of officers or employees acting within the scope of their employment, or official acts of officers or employees not directly relating to Federal tax issues but relating to the Internal Revenue Service. (6) who are parties in miscellaneous matters referred to the General Legal Service Division. (7) who are the subjects of investigations made by the Internal Security Division if the case is referred to the General Legal Services Division. (8) who have filed petitions for the remission or mitigation of forfeitures or who are otherwise directly involved as parties in forfeiture matters, judicial or administrative. (9) who are parties in civil litigation relative to tax return preparer action. (10) who have corresponded regarding a matter under consideration within the General Legal Services Division.

Categories of records in the system: (1) Legal Case and Administrative Case Files. (2) Internal Control Cards. (3) Correspondence Files.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purposes of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To the Department of Labor in the performance of its functions in the area of personnel, discrimination and labor management matters. (4) To the Director of Practice and Joint Board of Actuaries in practitioner disciplinary matters. (5) To the Civil Service Commission in personnel, discrimination and labor management matters. (6) To arbitrators, the Federal Labor Relations Council, the Federal Service Impasses Panel, and the Federal Mediation and Conciliation Service in labor management matters. (7) To the General Services Administration in property management matters. (8) To appropriate persons when the Service is engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony, courts for the purpose of proceeding with litigation, adversary parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, to individuals seeking information by using established discovery procedures, to federal, foreign, and state government agencies to the extent necessary to obtain records in their possession. (9) To members of Congress for the purposes of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (10) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply. If more than one person is involved in a given case then it is generally retrievable only by the first named person.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Legal files are retained indefinitely and disposed of when no longer useful. Files transferred from other divisions are returned to the source when no longer needed. Other records are retained indefinitely and disposed of when no longer useful.

System manager(s) and address: Each Regional Counsel is the system manager of the system in his or her Region. The Director of the General Legal Services Division is the system manager of the National Office system. The addresses are in the Appendix.

Notification procedure: This system of records may not be accessed for purposes of determining if the system contains a record pertaining to a particular individual as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2).

Record access procedures: This system of records may not be accessed for purposes of inspection or for contest of content of records as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2).

Contesting record procedures: See Access above.

Record source categories: Taxpayers and their representatives, Department of Treasury personnel, Other Federal agencies, State, local, and foreign governments, Witnesses, Informants, Parties to disputed matters of fact or law, Other persons who communicate with the Internal Revenue Service.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.005

System name: Chief Counsel General Litigation Case Files. Each Regional Counsel Office, each District Counsel Office, and the

National Office maintain one of these systems. The information in this notice applies to all 46 systems—Treasury/IRS.

System location: The addresses of the National Office, each Regional Counsel Office and each District Counsel Office are listed in the Appendix; see IRS Appendix A.

Categories of individuals covered by the system: (1) Taxpayers or other individuals involved in matters referred to the General Litigation function including: (A) Taxpayers with outstanding tax liabilities or with potential outstanding tax liabilities. (B) Persons from whom information is being sought (summons). (C) Persons requesting information (disclosure). (D) Present or former Internal Revenue Service employees who are being or may be sued in connection with their duties or who have been called upon to testify in private litigation. (E) Persons who are or may be liable to the United States on non-tax claims. (F) Persons who have submitted offers in compromise of federal taxes. (2) Persons who have corresponded regarding a matter under consideration within the General Litigation function.

Categories of records in the system: (1) Legal and Administrative Files. (2) Internal Control Records. (3) Offer in Compromise Files. (4) Correspondence Files.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To other Federal agencies holding funds of taxpayer for the purpose of collecting a liability owed by the taxpayer. (2) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (3) State and local taxing authorities for purpose of enforcing federal tax laws. (4) Federal, state and local regulatory authorities for purposes of collection of federal taxes. (5) Appropriate persons when the Service is engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony, courts for the purpose of proceeding with litigation, non-adversary or adversary parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, individuals seeking information by using established discovery procedures, to federal, foreign and state government agencies to the extent necessary to obtain records in their possession. (6) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (7) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). (8) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (9) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Except for files retained for their research value, Regional and District Counsel legal files are generally retired to the Federal Records Center three years after they are closed and disposed of 10 years after being closed. National Office legal files are retired to the Federal Records Center 5 years after the case is closed. National Office non-precedent cases are transferred to the National Archives 20 years after the case is closed. Records other than legal files are retained indefinitely and disposed of when no longer useful. Files transferred from other divisions are returned to the source when no longer needed.

System manager(s) and address: Each Regional Counsel is the system manager of the systems in his or her Region. The Director of the General Litigation Division is the system manager of the National Office system. The addresses are in the Appendix.

Notification procedure: Most of the records in this system may not be accessed for purposes of determining if the records pertain to a particular individual as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2). An individual who wishes to determine whether the system contains any records pertaining to himself which are not exempt may address inquiries to the Regional Counsel of the Region in which the records are located or the Director of the Disclosure Litigation Division in the case of National Office Records. The addresses are listed in the Appendix. Inquiries must be made in accordance with the instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B.

Record access procedures: Most of the records in this system may not be accessed for purposes of inspection or for contest of content of records as the records are exempt under 5 U.S.C. 552a (d) (5) and/or (k) (2). Individuals seeking access to any record which is not exempt or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Regional Counsel of the Region in which the records are located or the Director of the Disclosure Litigation Division in the case of National Office Records. The addresses are listed in the Appendix. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Taxpayers and their representatives, Department of Treasury personnel, Other Federal agencies, State, local, and foreign governments, Witnesses, Informants, Parties to disputed matters of fact or law, Other persons who communicate with the Internal Revenue Service.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of this Privacy Act.

Treasury/IRS 90.006

System name: Chief Counsel Interpretative Division Case Files—Treasury/IRS.

System location: Interpretative Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224; Employee Plans and Exempt Organizations Division, same address.

Categories of individuals covered by the system: Taxpayers concerning whom legal issues have been referred to the Interpretative Division or the Employee Plans and Exempt Organizations Division for opinion.

Categories of records in the system: (1) Legal Case and Administrative Files and Advisory Legal Opinions, (2) General Counsel Memorandums, (3) Office Memorandums, (4) Internal Control Records.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To the Social Security Administration to consult about a matter involving legal issues concerning the imposition of Social Security taxes. (4) To the Department of Labor or the Pension Benefit Guaranty Corporation concerning the Employee Retirement Income Security Act. (5) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (6) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). (7) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are

made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: General Counsel Memorandums, Office Memorandums, and Internal Control Records are retained indefinitely and disposed of when no longer useful. Legal files are transferred to the National Archives 25 years after the case is closed.

System manager(s) and address: Director, Interpretative Division, Internal Revenue Service, Office of the Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224; Director, Employee Plans and Exempt Organizations Division, same address.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Taxpayers and their representatives, Department of Treasury personnel, Other Federal agencies, State, local, and foreign governments, Other persons who communicate with the Internal Revenue Service.

Treasury/IRS 90.007

System name: Chief Counsel Legislation and Regulations Division Correspondence and Private Bill Files—Treasury/IRS.

System location: Legislation and Regulations Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, Washington, D.C. 20224; Employee Plans and Exempt Organizations Division, same address.

Categories of individuals covered by the system: (1) Persons who have corresponded to the Service, the Department of the Treasury, the White House or Members of Congress regarding a matter in which the Legislation and Regulations Division or the Employee Plans and Exempt Organizations Division was asked to draft a reply. (2) Persons on whose behalf private relief bills were introduced in Congress involving tax related matters.

Categories of records in the system: (1) Correspondence Files, (2) Private Relief Bill Legal Files.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To the agency or individual who directed correspondence to the Legislation and Regulations Division for the Division to draft a response. (4) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (5) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). (6) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Correspondence files are retrievable by the name of the individual who initiated the correspondence. Private Relief Bill files are retrievable by the H.R. or S. number for each Congress.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the compnay of authorized personnel.

Retention and disposal: Correspondence files are generally disposed of after 3 years. Private Relief Bill files are retained indefinitely and disposed of when no longer useful.

System manager(s) and address: Director, Legislation and Regulations Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, Washington, D.C. 20224; Director, Employee Plans and Exempt Organization Division, same address.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix; IRS Appendix A.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Contesting record procedures: See Access above.

Record source categories: Persons who initiate correspondence referred to the Legislation and Regulations Division, Congressional documents, taxpayers and their representatives, Department of Treasury personnel, other Federal agencies, state, local, and foreign governments, witnesses, informants.

Treasury/IRS 90.009.

System name: Chief Counsel Tax Litigation Case Files. Each Regional Counsel Office, each District Counsel Office, and the National Office maintain one of these systems. The information in this notice applies to all 46 systems—Treasury/IRS.

System location: The addresses of the National Office, each Regional Counsel Office, and each District Counsel Office are listed in the Appendix, see IRS Appendix A.

Categories of individuals covered by the system: (1) Taxpayers who have filed petitions with the Tax Court or suits for refunds of Federal taxes. (2) Taxpayers upon whom the issuance of a statutory notice is or was contemplated whose case has been referred to the Tax Litigation function. (3) Taxpayers who are the subject of formal or informal advisory opinions during the investigative stage of the case or while under administrative processing. (4) Persons who have corresponded regarding a matter under consideration within the Tax Litigation function.

Categories of records in the system: (1) Legal Case and Administrative Case Files. (2) Internal Control Records. (3) Correspondence Files.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To appropriate persons when the Service is engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony, courts for the purpose of proceeding with litigation, non-adversary or adversary parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, individuals seeking information by using established discovery procedures, to federal, foreign and state government agencies to the extent necessary to obtain records in their possession. (4) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (5) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). (6) For additional Routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Except for files retained for their research value, Regional and District Counsel legal files are generally retired to the Federal Records Center two years after they are closed and disposed of 10 years after being closed. National Office legal files are retired to the Federal Records Center 5 years after the case is closed. National Office non-precedent cases are transferred to the National Archives 20 years after the case is closed. Other records are retained indefinitely and disposed of when no longer useful. Files transferred from other divisions are returned to the source when no longer needed.

System manager(s) and address: Each Regional Counsel is the system manager of the systems in his or her Region. The Director of the Tax Litigation Division is the system manager of the National Office system. The addresses are in the Appendix, See IRS Appendix A.

Notification procedure: Most of the records in this system may not be accessed for purposes of determining if the records pertain to a particular individual as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2). An individual who wishes to determine whether the system contains any records pertaining to himself which are not exempt may address inquiries to the Regional Counsel of the Region in which the records are located or the Director of the Disclosure Litigation Division in the case of National Office Records. The addresses are listed in the Appendix. Inquiries must be made in accordance with the instructions appearing at 31 C.F.R Part 1, Subpart C, Appendix B.

Record access procedures: Most of the records in this system may not be accessed for purposes of inspection or for contest of content of records as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2). Individuals seeking access to any record which is not exempt or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Regional Counsel of the Region in which the records are located or the Director of the Disclosure Litigation Division in the case of National Office Records. The addresses are listed in the Appendix. Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Taxpayers and their representatives, Department of Treasury personnel, Other Federal Agencies, State, local, and foreign governments, Witnesses, Informants, Parties to disputed matters of fact or law, Other persons who communicate with the Internal Revenue Service.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.010

System name: Digest Room Files Containing Briefs and Digests of Documents Generated Internally or by the Department of Justice Relating to the Administration of the Revenue Laws-Treasury/IRS.

System location: Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Categories of individuals covered by the system: Taxpayers who have sought Internal Revenue Service rulings and those whose cases are being or have been adjudicated.

Categories of records in the system: (1) Internal Control Records; (2) Briefs; (3) Legal Opinions.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To Justice Department personnel for research purposes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Records are kept in a secured area. Access is limited to authorized personnel. Users of the system must show identification and sign a register each time the room is used. Background checks are made on employees.

Retention and disposal: Records are retained indefinitely and disposed of when no longer useful.

System manager(s) and address: Director, Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, Washington, D.C. 20224.

Notification procedure: Most of the records in this system may not be accessed for purposes of determining if the records pertain to a particular individual as the records are exempt under 5 U.S.C. 552a (d) (5) and/or (k) (2).

An individual who wishes to determine whether the system contains any records pertaining to himself which are not exempt may address inquiries to the Director of the Disclosure Litigation Division. The address is listed in the Appendix. Inquiries must be made in accordance with the instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. (See IRS Appendix A.)

Record access procedures: Most of the records in this system may not be accessed for purposes of inspection or for contest of content of records as the records are exempt under 5 U.S.C. 552a (d) (5) and/or (k) (2).

Individuals seeking access to any record which is not exempt or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Department of Treasury personnel; Department of Justice personnel; taxpayers and their representatives; other Federal agencies; witnesses; informants; state, local, and foreign governments; parties to disputed matters of fact and law; other persons who communicate with the Internal Revenue Service.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.011

System name: Employee Recruiting Files Maintained by the Administrative Services Division—Treasury/IRS.

System location: Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Categories of individuals covered by the system: Persons who have applied for attorney positions with the Chief Counsel's Office, both National Office and field and persons who have applied for non-attorney positions in the National Office only.

Categories of records in the system: Applicant Files and lists of eligible applicants, Internal Control Records.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To members of Congress for the purpose of answering Congressional inquiries in cases in

which confidentiality has been waived by the individual. (4) To the Civil Service Commission for appropriate personnel actions. (5) A record from this system of records may be disclosed to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (6) A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (7) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: The applicant files and other records are destroyed when no longer useful.

System manager(s) and address: Director, Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix, see IRS Appendix A.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the appendix. Information leading to the identity of a confidential sourse is exempt pursuant to 5 U.S.C. 552a(k)(5).

Contesting record procedures: See Access above.

Record source categories: Applicants, Department of Treasury Personnel, Civil Service Commission, Other Federal Agencies, State, local, and foreign governments, References, Former employers.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.012

System name: Internal Control Records for Chief Counsel Legal Files—Treasury/IRS.

System location: Administration Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Categories of individuals covered by the system: Taxpayers who file petitions, suits for refund, request for revenue rulings and those who have had other matters pending before the Office of Chief Counsel.

Categories of records in the system: (1) Docket Cards. (2) Closed Card Records. (3) Drop Cards and Charge-Out Records. (4) Federal Record Center File Binder Index.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the Department of Justice to inform them of the location of a legal case file. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Records are retained indefinitely and disposed of when no longer useful.

System manager(s) and address: Director, Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Notification procedure: An individual who wishes to determine whether the system oontains any records pertaining to himself may address inquiries to the Director of the Disclosure Litigation Division. The address is listed in the Appendix. Inquiries must be made in accordance with the instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B.

Record access procedures: Individuals seeking access to any record or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Contesting record procedures: See Access above.

Record source categories: Department of Treasury Personnel, Taxpayers and other individuals who initiate documents submitted to the Service.

Treasury/IRS 90.013

System name: Legal case files of the Chief Counsel, Deputy Chief Counsels (General, Litigation and Technical) and their Staffs. Treasury/IRS.

System location: Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Categories of individuals covered by the system: Persons whose cases at one time involved important issues or unusual circumstances which were brought to the attention of the above persons.

Categories of records in the system: Legal case files which include internal control records of such case files of both the persons currently holding the above positions and those who previously held such positions.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To appropriate persons when the Service is engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony, courts for the purpose of proceeding with litigation, nonadversary or adversary parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, to individuals seeking information by using established discovery procedures, to federal, foreign, and state government agencies to the extent necessary to obtain records in their possession. (4) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (5) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). (6) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records pertaining to individuals are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Records are kept indefinitely and disposed of when no longer useful.

System manager(s) and address: Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Notification procedure: Most of the records in this system may not be accessed for purposes of determining if the records pertain to a particular individual as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2).

An individual who wishes to determine whether the system contains any records pertaining to himself which are not exempt may address inquiries to the Director of the Disclosure Litigation Division. The address is listed in the Appendix. Inquiries must be made in accordance with the instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B.

Record access procedures: Most of the records in this system may not be accessed for purposes of inspection or for contest of content of records as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2).

Individuals seeking access to any record which is not exempt or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Taxpayers and their representatives, Department of Treasury personnel, Other Federal agencies, State, local, and foreign governments, Other persons who communicate with the Internal Revenue Service.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.014

System name: Management Files Maintained by Administrative Services Division and the Deputy Chief Counsel (General)other than the Civil Service Commission's Official Personnel Files—Treasury/IRS.

System location: Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224. The location of the Chief Counsel Selection Board Files is: Deputy Chief Counsel (General), Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Categories of individuals covered by the system: Current and former employees of Chief Counsel's Office, both National Office and field.

Categories of records in the system: Contains some materials which are duplicated materials contained in the Official Personnel File, or is payroll data duplicated in the master payroll records and include material such as: transfer and reassignment requests, correspondence, evaluations, personnel listings, retirement eligibility, home and office address and telephone numbers, information regarding employees' participation in training programs, resumes, information on participation in Health Maintenance Program, employees' suggestions, awards, lists of material typed by the Transcription Center according to the name of the attorney for whom it was typed, loans from Chief Counsel's Assistance Fund, records of keys and identification cards issued to employees, lists of individuals given special duties such as being a floor marshal, information on loss suffered by employees who are theft victims, list of long distance calls not made on FTS, list of bus tokens issued, list of parking permits, records of requests for use of GSA vehicles, case assignments, and financial information on employees.

Authority for maintenance of the system: 5 U.S.C. 301, 26 U.S.C. 7801, Executive Order 11222, and Executive Order 11590.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action or seeking legal advice. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) To members of Congress for the purpose of answering Congressional inquiries in cases in which confidentiality has been waived by the individual. (4) To the Civil Service Commission for appropriate personnel actions. (5) A record from this system of records may be disclosed to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (6) A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (7) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Records are retained indefinitely and disposed of when no longer useful.

System manager(s) and address: Director, Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224. The system manager of the Chief Counsel Selection Board Files is: Deputy Chief Counsel (General), Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix. Information leading to the identity of a confidential source is exempt pursuant to 5 U.S.C. 552a (k) (5).

Contesting record procedures: See Access above.

Record source categories: Employees, Department of Treasury Personnel, Civil Service Commission, Other Federal agencies, State, local, and foreign governments, References, Former employers.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 90.015

System name: Reference Records of the Library in the Office of Chief Counsel—Treasury/IRS.

System location: Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Categories of individuals covered by the system: (1) Authors of books and materials in library. (2) Taxpayers who have sought Congressional tax relief by means of a Private Bill. (3) Taxpayers involved in tax litigation.

Categories of records in the system: (1) Library Card Catalog. (2) Numerical and alphabetical listing of Private Relief Bill and files related to the Bill. (3) Reference cards for tax cases.

Authority for maintenance of the system: 5 U.S.C. 301 and 26 U.S.C. 7801.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: All information about individuals is available to the public pursuant to the Freedom of

Information Act, 5 U.S.C. 552. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Records are retrievable by the name of the individual to whom they pertain and Private Bill material can also be retrieved by H.R. or S. number.

Safeguards: Although access is limited to authorized individuals, this material would be available to any person through a Freedom of Information Act request.

Retention and disposal: Records are regularly updated. If the library materials to which the references pertain are no longer in the library collection, the reference cards are destroyed.

System manager(s) and address: Director, Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, Washington, D.C. 20224.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C. Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division. The address is listed in the Appendix.

Contesting record procedures: See Access above.

Record source categories: Material to which reference information pertains.

Treasury/IRS 90.016

System name: Reports and Information Retrieval Activity Computer and Microfilm Records—Treasury/IRS.

System location: Computer Records: Internal Revenue Service Data Center, 1300 John Lodge Freeway, Detroit, Michigan 48226. Microfilm Records: Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C., 20224.

Categories of individuals covered by the system: (1) Taxpayers who initiated suits for refund in district courts or the Court of Claims. (2) Taxpayers who have filed petitions with the United States Tax Court. (3) Taxpayers who have requested rulings from the Service in those cases in which the request has been referred to the Office of Chief Counsel for a legal opinion. (4) Taxpayers who have been involved in litigation concerning the collection of taxes. (5) Taxpayers whose cases were the subject of technical advice, memoranda to the solicitor general and similar advisory memoranda.

Categories of records in the system: (1) Skeletal legal files. (2) Indexes. (3) Actions on Decisions. (4) Case Abstracts. (5) Technical Advice Replies by the Tax Court Litigation Division. (6) Miscellaneous Advisory Memoranda regarding a case usually going to the Solicitor General.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) To the Department of Justice for the purpose of litigating an action, seeking legal advice, or for research purposes. (2) In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto. (3) Routine disclosure may be made to the extent provided by law or regulation (including 26 U.S.C. 6103 and 26 C.F.R. 404.6103 where applicable). (4) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Skeletal legal files and indexes to the narrative material or microfilm excluding the General Litigation Division's Actions on Decisions are stored on magnetic tape. Actions on Decisions, Case Abstracts, Technical Advice and Advisory Memoranda are stored on microfilm. Input documents are on paper.

Retrievability: Records are retrievable by the name of the person to whom they apply.

Safeguards: Access is limited to employees who have a need for such records in the course of their work. Background checks are made on employees. All facilities where records are stored have access limited to authorized personnel or individuals in the company of authorized personnel.

Retention and disposal: Magnetic tape and microfilm retained indefinitely and disposed of when no longer useful. Input documents are retained for one year.

System manager(s) and address: Director, Administrative Services Division, Internal Revenue Service, Office of Chief Counsel, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Notification procedure: Most of the records in this system may not be accessed for purposes of determining if the records pertain to a particular individual as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2).

An individual who wishes to determine whether the system contains any records pertaining to himself which are not exempt may address inquiries to the Director of the Disclosure Litigation Division whose address is listed in the Appendix, see Appendix A.

Record access procedures: Most of the records in this system may not be accessed for purposes of inspection or for contest of content of records as the records are exempt under 5 U.S.C. 552a(d) (5) and/or (k) (2).

Individuals seeking access to any record which is not exempt or seeking to contest its content may inquire in accordance with instructions appearing at 31 C.F.R. Part 1, Subpart C, Appendix B. Inquiries should be addressed to the Director of the Disclosure Litigation Division whose address is listed in the Appendix.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Contesting record procedures: See Access above.

Record source categories: Taxpayers and their representatives, Department of Treasury personnel, Other Federal agencies, State, local, and foreign governments, Witnesses, Informants, Parties to disputed matters of fact or law, Other persons who communicate with the Internal Revenue Service.

Systems exempted from certain provisions of the act: This system has been designated as exempt from certain provisions of the Privacy Act.

Treasury/IRS 00.002

System name: Correspondence Files and Correspondence Control Files (Including inquiries about enforcement activities).

System location: National Office, Regional Offices, District Offices and Service Centers. (See Appendix A).

Categories of individuals covered by the system: (1) Initiators of correspondence. (2) Persons upon whose behalf the correspondence was initiated. (3) Persons who are subject of the correspondence. Includes individuals for whom tax liabilities exist, individuals who have made a complaint or inquiry relative to an Internal Revenue tax matter, or individuals for whom a third party is interceding relative to an Internal Revenue tax matter.

Categories of records in the system: (1) Correspondence received. (2) Responses to correspondence. (3) Associated records. This system may include tax return information and investigation records as necessary to process correspondence received. Correspondence may include letters, telegrams, memoranda of telephone calls and other forms of communication.

Authority for maintenance of the system: 5 USC 301; 26 USC 7602; 26 USC 7801, 7802.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information contained in this system of records may be disclosed to the Department of Justice in connection with actual or potential criminal prosecution or civil litigation, and in connection with requests for legal advice. Disclosure may be made to the extent provided by law or regulation (including 26 USC 6103 and 26 CFR 404.6103 where applicable) and as necessary to report apparent violations of law to appropriate law enforcement agencies. Disclosure may be made during judicial processes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper records.

Retrievability: Controlled items are generally retrievable by name; some items are not retrievable, depending upon the controls established locally. No centralized index exists.

Safeguards: Access controls will be not less than provided for by the Physical and Document Security Handbook, IRM 1(16)41.

Retention and disposal: Disposition varies in accordance with the nature of the correspondence file, but is made in accordance with the Records Disposition Handbook, IRM 1(15)59.

System manager(s) and address: Assistant Commissioners, Regional Commissioners, District Directors and Service Center Directors of Internal Revenue.

Notification procedure: Individuals seeking to determine if the system of records contains a record pertaining to themselves may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be searched, or such other official to whom the initial correspondence may have been referred. This system may contain some records which are exempt from the notification provisions of the Privacy Act, Requesters will not be advised of the existence of records exempt from the notification provisions.

Record access procedures: Individuals seeking access to any record contained in the system of records or seeking to contest its content, may inquire in accordance with instructions appearing at 31 CFR Part 1, Subpart C, Appendix B. Inquiries should be addressed to the District Director for each District whose records are to be accessed or contested, or such other official to whom the initial correspondence may have been referred.

This system may contain some records which are exempt from the Access and Contest provisions of the Privacy Act.

Taxpayers seeking to adjust records which affect the determination of a tax assessment or the balance due, should utilize existing procedures for doing so, as substantive tax matters are not subject to the amendment provisions of the Privacy Act.

Record source categories: Correspondence received. This system of records may contain investigatory material compiled for law enforcement purposes whose sources need not be reported.

Systems exempted from certain provisions of the act: Portions of this system have been designated as exempt from certain provisions of the Privacy Act.

System name: Treasury/IRS

System name: Appendix A

Inquiries under Treasury/IRS systems should be addressed to the office whose records are to be searched. The titles and addresses of the Systems Managers are as follows:

NATIONAL OFFICE INTERNAL REVENUE SERVICE

Assistant to the Commissioner (Equal Opportunity)

Assistant to the Commissioner (Public Affairs)

Assistant Commissioner (Compliance)

Assistant Commissioner (Data Services)

Assistant Commissioner (Employee Plans and Exempt Organizations)

Assistant Commissioner (Inspection)

Assistant Commissioner (Planning and Research)

Assistant Commissioner (Resources Management)

Assistant Commissioner (Taxpayer Services and Returns Processing)

Assistant Commissioner (Technical)

Director, Disclosure Operations Division

Chief Counsel

The address for all of the above Systems Managers is as follows:
1111 Constitution Avenue, N.W.
Washington, D.C. 20224

Director, Office of International Operations
1325 K Street, N.W.
Washington, D.C. 20225

REGIONAL OFFICE INTERNAL REVENUE SERVICE

Central Region:

Regional Commissioner, Internal Revenue Service, 550 Main Street, Cincinnati, Ohio 45202.

Regional Inspector, Internal Revenue Service, 550 Main Street, Cincinnati, Ohio 45202.

District Director, Internal Revenue Service, 550 Main Street, Cincinnati, Ohio 45202.

District Director, Internal Revenue Service, 1240 East 9th Street, Cleveland, Ohio 44199.

District Director, Internal Revenue Service, Rm. 2480 Patrick V. McNamara Federal Building, 477 Michigan Avenue, Detroit, Michigan 48226.

District Director, Internal Revenue Service, Federal Office Building, 575 N. Pennsylvania Street, Indianapolis, Indiana 46204.

District Director, Internal Revenue Service, U.S. Post Office Building, 601 West Broadway, Louisville, Kentucky 40202.

District Director, Internal Revenue Service, 425 Juliana Street, Parkersburg, West Virginia 26101.

Director, Internal Revenue Service Center, Central Region, 201 W. Second St., Covington, Ky 41019.

Mid-Atlantic Region:

Regional Commissioner, Internal Revenue Service, 2 Penn Center Plaza, Rm. 500 Philadelphia, Pennsylvania 19102.

Regional Inspector, Internal Revenue Service, W. J. Green Federal Bldg. 600 Arch Street, Rm. 42218 Philadelphia, Pennsylvania 19106.

District Director, Internal Revenue Service, Federal Building, 31 Hopkins Plaza, Baltimore, Maryland 21201.

District Director, Internal Revenue Service, 970 Broad Street, Newark, New Jersey 07102.

District Director, Internal Revenue Service, 600 Arch Street, Philadelphia, Pennsylvania 19106.

District Director, Internal Revenue Service, 1000 Liberty Avenue, Pittsburgh, Pennsylvania 15222.

District Director, Internal Revenue Service, 400 North 8th Street, Richmond, Virginia 23240.

District Director, Internal Revenue Service, 844 King Street, Wilmington, Delaware 19801.

Director, Internal Revenue Service Center, Mid-Atlantic Region, 11601 Roosevelt Boulevard, Philadelphia, Pennsylvania 19155.

Midwest Region:

Regional Commissioner, Internal Revenue Service, One North Wacker Drive, Chicago, Illinois 60606.

Regional Inspector, Internal Revenue Service, Rm. 1646, 35 East Wacker Drive, Chicago, Illinois 60601.

District Director, Internal Revenue Service, 115 Fourth Avenue, S.E., Aberdeen, South Dakota 57401.

District Director, Internal Revenue Service, 230 South Dearborn Street, Chicago, Illinois 60604.

District Director, Internal Revenue Service, Federal Building, 210 Walnut Street, Des Moines, Iowa 50309.

District Director, Internal Revenue Service, Federal Building & Post Office, 653 Second Avenue, North, Fargo, North Dakota 58102.

District Director, Internal Revenue Service, 517 East Wisconsin Avenue, Milwaukee, Wisconsin 53202.

District Director, Internal Revenue Service Federal Office Building, 106 15th Street, Omaha, Nebraska 68102.

District Director, Internal Revenue Service, U.S. Court and Custom House, 1114 Market Street, St. Louis, Missouri 63101.

District Director, Internal Revenue Service, Federal Building and Court House, 316 North Robert Street, St. Paul, Minnesota 55101.

District Director, Internal Revenue Service, 325 West Adams, St. Springfield, Illinois 62704.

Director, Internal Revenue Service Center, Midwest Region, 2306 East Bannister Road, Kansas City, Missouri 64170.

North-Atlantic Region:

Regional Commissioner, Internal Revenue Service, 90 Church Street, New York, New York 10007.

Regional Inspector, Internal Revenue Service, 26 Federal Plaza (14th Floor), New York, New York 10007.

District Director, Internal Revenue Service, 40 Western Avenue, Augusta, Maine 04330.

District Director, Internal Revenue Service, John F. Kennedy Federal Building, Government Center, Boston, Massachusetts 02203.

District Director, Internal Revenue Service, Leo W. O'Brien Federal Building, Clinton Avenue and North Pearl Street, Albany, New York 12207.

District Director, Internal Revenue Service, P.O. Box 3000 Church Street Station, New York, New York 10008.

District Director, Internal Revenue Service, 35 Tillary Street, Brooklyn, New York 11201.

District Director, Internal Revenue Service, 111 W. Huron Street, Buffalo, New York 14202.

District Director, Internal Revenue Service, 11 Elmwood Avenue, Burlington, Vermont 05401.

District Director, Internal Revenue Service, 450 Main Street, Hartford, Connecticut 06115.

District Director, Internal Revenue Service, Federal Building, 80 Daniels Street, Portsmouth, New Hampshire 03801.

District Director, Internal Revenue Service, 130 Broadway, Providence, Rhode Island 02903.

Director, Internal Revenue Service Center, North-Atlantic Region, 310 Lowell Street, Andover, Massachusetts 01812.

Director, Internal Revenue Service Center, North-Atlantic Region, 1040 Waverly Avenue, Holtsville, New York 11799.

Southeast Region:

Regional Commissioner, Internal Revenue Service, 275 Peachtree Street, N.E., Atlanta, Georgia 30303.

Regional Inspector, Internal Revenue Service, 4th Floor, 221 Courtland Street, N.E., Atlanta, Georgia 30303.

District Director, Internal Revenue Service, 275 Peachtree Street, N.E., Atlanta, Georgia 30303.

District Director, Internal Revenue Service, 2121—8th Avenue, North, Rm. 1232, Birmingham, Alabama 35203.

District Director, Internal Revenue Service, 901 Sumter Street, Columbia, South Carolina 29201.

District Director, Internal Revenue Service, 320 Federal Place, Greensboro, North Carolina 27401.

District Director, Internal Revenue Service, 301 North Lamar Street, Jackson, Mississippi 39202.

District Director, Internal Revenue Service, P.O. Box 35045, Jacksonville, Florida 32202.

District Director, Internal Revenue Service, 801 Broadway, Nashville, Tennessee 37202.

Director, Internal Revenue Service Center, Southeast Region, 4800 Buford Highway, Chamblee, Georgia 30006.

Director, Internal Revenue Service Center, Southeast Region, 3131 Democrat Road, Memphis, Tennessee 38110.

Southwest Region:

Regional Commissioner, Internal Revenue Service, 7839 Churchill Way, Dallas, Texas 75251.

Regional Inspector, Internal Revenue Service, 7839 Churchill Way, Dallas, Texas 75251.

District Director, Internal Revenue Service, 517 Gold Avenue, S.W., Albuquerque, New Mexico 87101.

District Director, Internal Revenue Service, 300 E. 8th Street, Austin, Texas 78701.

District Director, Internal Revenue Service, 308 W. 21st Street, Cheyenne, Wyoming 82001.

District Director, Internal Revenue Service, 1100 Commerce Street, Dallas, Texas 75202.

District Director, Internal Revenue Service, 610 Arapahoe Street, Denver, Colorado 80265.

District Director, Internal Revenue Service, 700 W. Capitol, Little Rock, Arkansas 72201.

District Director, Internal Revenue Service, 500 Camp Street, New Orleans, Louisiana 70130.

District Director, Internal Revenue Service, 200 N.W. 4th Street, Oklahoma City, Oklahoma 73102.

District Director, Internal Revenue Service, 412 S. Main Street, Wichita, Kansas 67202.

Director, Internal Revenue Service Center, Southwest Region, 3651 S. Interregional Highway, Austin, Texas 78740.

Western Region:

Regional Commissioner, Internal Revenue Service, 525 Market Street, San Francisco, California 94105.

Regional Inspector, Internal Revenue Service, 160 Pine Street, Suite 500, San Francisco, California 94111.

District Director, Internal Revenue Service, 310 K Street, Anchorage, Alaska 99501.

District Director, Internal Revenue Service, P.O. Box 041, 550 West Fort Street, Box 041, Boise, Idaho 83724.

District Director, Internal Revenue Service, Federal Building, 316 North Park, Helena, Montana 59601.

District Director, Internal Revenue Service, P.J.K.K. Federal Bldg., 300 Alamoana, Honolulu, Hawaii 96850.

District Director, Internal Revenue Service, 300 N. Los Angeles Street, Los Angeles, California 90012.

District Director, Internal Revenue Service, 230 N. 1st Avenue, Phoenix, Arizona 85025.

District Director, Internal Revenue Service, 1220 S.W. 3rd Ave., Portland, Oregon 97204.

District Director, Internal Revenue Service, 300 Booth Street, Reno, Nevada 89509.

District Director, Internal Revenue Service, 465 S. 4th East, Salt Lake City, Utah 84111.

District Director, Internal Revenue Service, 450 Golden Gate Avenue, San Francisco, Box 36020, California 94102.

District Director, Internal Revenue Service, 915 Second Street, Seattle, Washington 98174.

Director, Internal Revenue Service Center, Western Region, 1160 W. 1200 South Street, Ogden, Utah 84201.

Director, Internal Revenue Service Center, Western Region, 5045 East Butler Avenue, Fresno, California 93888.

ADDRESSES OF CHIEF COUNSEL, REGIONAL COUNSEL AND DISTRICT COUNSEL OFFICES

National Office

Administrative Services Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Criminal Tax Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Disclosure Litigation Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

General Legal Services Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

General Litigation Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Interpretative Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Legislation and Regulations Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Employee Plans and Exempt Organizations Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Tax Litigation Division, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Chief Counsel, and Deputy Chief Counsels, Litigation, Technical, and General, Office of Chief Counsel, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224.

Regional Counsel Offices

North-Atlantic Region

Regional Counsel Office

Regional Counsel's Office, IRS, North-Atlantic Region, 26 Federal Plaza, 12th Floor, New York, New York 10007.

District Counsel Offices

District Counsel's Office, IRS, 26 Federal Plaza, 12th Floor, New York, New York 10007

District Counsel's Office, IRS, Federal Building, Clinton & Pearl Streets, Albany, New York 11207

District Counsel's Office, IRS, 100 Summer Street, Room 1728, Boston, Massachusetts 02110

District Counsel's Office, IRS, Brooklyn Office, 26 Federal Plaza, 13th Floor, New York, New York 10007

District Counsel's Office, IRS, 304 U.S. Court House, Niagara Square, Buffalo, New York 14202

District Counsel's Office, IRS, 4th Floor, Federal Building, 450 Main Street, Hartford, Connecticut

District Counsel's Office, IRS, Manhattan Office, 26 Federal Plaza, 13th Floor, New York, New York 10007

Mid-Atlantic Region
Regional Counsel Office
Regional Counsel's Office, IRS, Mid-Atlantic Region, Room 464, 2 Penn Center Plaza, Philadelphia, Pennsylvania 19102.
District Counsel Offices
District Counsel's Office, IRS, Room 464, 2 Penn Center Plaza, Philadelphia, Pennsylvania 19102

District Counsel's Office, IRS, Room 4100, 101 W. Lombard Street, Baltimore, Maryland 21201

District Counsel's Office, IRS, P.O. Box 480, Newark, New Jersey 07101

District Counsel's Office, IRS, Office of International Operations, Room 4228, Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224

District Counsel's Office, IRS, P.O. Box 1407, Pittsburgh, Pennsylvania 15230

District Counsel's Office, IRS, P.O. Box 10065, Richmond, Virginia 23240

District Counsel's Office, IRS, Room 422, Universal Building, North, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009

Southeast Region
Regional Counsel Office
Regional Counsel's Office, IRS, Southeast Region, P.O. Box 1074, Atlanta, Georgia 30301
District Counsel Offices
District Counsel's Office, IRS, P.O. Box 1074, Atlanta, Georgia 30301

District Counsel's Office, IRS, Room 1624, 2121-8th Avenue, North, Birmingham, Alabama 35203

District Counsel's Office, IRS, P.O. Box 21002, Greensboro, North Carolina 27420

District Counsel's Office, IRS, Box 35027, Federal Building, 400 West Bay Street, Jacksonville, Florida 32202District Counsel's Office, IRS, Room 1502, Federal Building, 51 SW First Avenue, Miami, Florida 33130

District Counsel's Office, IRS, P.O. Box 23264, Nashville, Tennessee 37202

Central Region
Regional Counsel Office
Regional Counsel's Office, IRS, P.O. Box 2059, Cincinnati, Ohio 45201
District Counsel Offices
District Counsel's Office, IRS, P.O. Box 2059, Cincinnati, Ohio 45201

District Counsel's Office, IRS, 1620 Williamson Building, 215 Euclid Avenue, Cleveland, Ohio 44114

District Counsel's Office, IRS, P.O. Box 32516, Detroit, Michigan 48232

District Counsel's Office, IRS, P.O. Box 44010, Indianapolis, Indiana 46244

District Counsel's Office, IRS, P.O. Box 898, Louisville, Kentucky 40201

Midwest Region
Regional Counsel Office
Regional Counsel's Office, IRS, 22d Floor South, Everett McKinley Dirksen Building, 219 South Dearborn St., Chicago, Illinois 60604.
District Counsel Offices
District Counsel's Office, IRS, 22d Floor South, Everett McKinley Dirksen Building, 219 South Dearborn Street, Chicago, Illinois 60604

District Counsel's Office, IRS, Room 441, Federal Building, 210 Walnut Street, Des Moines, Iowa 50309

District Counsel's Office, IRS, 2700 Federal Office Building, 911 Walnut Street, Kansas City, Missouri 64106

District Counsel's Office, IRS, Sixth Floor, Continental Plaza, 735 West Wisconsin Avenue, Milwaukee, Wisconsin 53233

District Counsel's Office, IRS, P.O. Box 1500, Downtown Section, Omaha, Nebraska 68101

District Counsel's Office, IRS, Room 329, 325 W. Adams Street, Springfield, Illinois 62704

District Counsel's Office, IRS, 935 U.S. Court & Custom House, 1114 Market Street, St. Louis, Missouri 63101

District Counsel's Office, IRS, Room 572, Federal Building & U.S. Court House, 316 No. Robert St., St. Paul, Minnesota 55101

Southwest Region
Regional Counsel Office
Regional Counsel's Office, IRS, Southwest Region, 1100 Commerce Street, Dallas, Texas 75242.

Federal Building, 1100 Commerce Street, Dallas, Texas 75242
District Counsel Offices
District Counsel's Office, IRS, Room 12D27, Federal Building, 1100 Commerce Street, Dallas, Texas 75242

District Counsel's Office, IRS, 20th Floor, 1050-17th Street, Denver, Colorado 80265

District Counsel's Office, IRS, Room 8102, 515 Rusk Avenue, Houston, Texas 77002

District Counsel's Office IRS, P.O. Box 30309, New Orleans, Louisiana 70190

District Counsel's Office, IRS, P.O. Box 1903, Oklahoma City, Oklahoma 73101

Western Region
Regional Counsel Office
Regional Counsel's Office, IRS, Western Region, Two Embarcadero Center, Suite 900, San Francisco, California 94111.
District Counsel Offices
District Counsel's Office, IRS, P.O. Box 2031, Main Post Office, Los Angeles, CA 90053

District Counsel's Office, IRS, 101 N. First Avenue, Suite 1474, Phoenix, AZ 85003

District Counsel's Office, IRS, 810 Crown Plaza, 1500 S.W. First Avenue, Portland, Oregon 97201

District Counsel's Office, IRS, 300 Booth Street, Room 1008, Reno, Nevada 89509

District Counsel's Office, IRS, 880 Front Street, Room 5S18, San Diego, California 92188

District Counsel's Office, IRS, Room 2710, Federal Building, 915 Second Avenue, Seattle, Washington 98174

District Counsel's Office, IRS, P.O. Box 2520, Salt Lake City, Utah 84110

Treasury/USSS 00.001

System name: Administrative Operations Information System—Treasury/USSS

System location: U.S. Secret Service (Headquarters), 1800 G Street N.W., Washington, D.C. 20223. Components of the Administrative Operations Information System are geographically dispersed throughout Secret Service field offices. (See below, United States Secret Service, Appendix A, listing the addresses of Secret Service offices). U.S. Secret Service Uniformed Division, 1310 LStreet, N.W., Washington, D.C. 20500. Treasury Security Force, Main Treasury Building, Washington, D.C. 20220. Presidential Protective Division, U.S. Secret Service, Room 1 EOB 17th & Pennsylvania Avenue, N.W., Washington, D.C. 20500. Vice Presidential Protective Division, U.S. Secret Service, Executive Office Building Room 295, Washington, D.C. 20500. Dignitary Protective Division U.S. Secret Service, 1310 L Street, N.W., Washington, D.C. 20005. Protective Vehicle Division, U.S. Secret Service, 1310 L Street, N.W., Washington, D.C. 20005. Eisenhower Protective Division, U.S. Secret Service, Gettysburg, Pennsylvania 17325. Johnson Protective Division, U.S. Secret Service, Stonewall, Texas 78671. Ford Protective Division, U.S. Sec. Ser., P.O. Box 955, Rancho Mirage, Calif. 92270. Truman Protective Division, U.S. Secret Service, 224 North Delaware, Independence, Missouri 64051. Nixon Protective Division, U.S. Secret Service, U.S. Coast Guard Station, San Clemente, California 92672. Technical Security Division, Executive Office Building, Washington, D.C. 20500. Plains Security Detail, U.S. Secret Service, P.O. Box 308, Plains, GA. 31780.

Categories of individuals covered by the system: (a) Individuals who are now or were Secret Service employees; (b) Individuals, contrac-

tors, and vendors, etc., who are presently doing or previously did business with the Secret Service; (c) Claimants against the Service under the Federal Tort Claims Act and the Military Personnel and Federal Employees Claims Act.

Categories of records in the system: (a) Records containing information on issuance of Secret Service equipment and accountable government property; (b) Records containing procurement negotiations, contracts, agreements, etc., with the Secret Service; (c) Records containing information on past, present and future administrative inquiries, with individuals, contractors, vendors, etc., who have or plan to enter into contractual agreements with the Secret Service; (d) Records on vehicle accidents, injuries, fatalities; (e) Records on motor vehicle operators in the Secret Service; (f) Statement of employment and financial interests of certain Secret Service employees required under Treasury Department standards of conduct.

Authority for maintenance of the system: The authority of the Administrative Operations Information System is contained in various Executive Orders, Treasury Orders and delegations; Title 40 and 41 of the U.S. Code and other rules and regulations where applicable; 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Administrative Operations Information System of the U.S. Secret Service are as follows: (a) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) To maintain administrative control of equipment assigned to Secret Service employees; (d) Referral of information to U.S. Treasury, GAO, OMB, GSA, Department of Justice and other Federal, state, and local governments regarding purchases, contracts, and anticipated purchases and contracts of the Secret Service; (e) To provide administrative services for the Secret Service and maintain administrative records as required by law; (f) To use in the adjudication of any claim for or against the Secret Service; (g) Referral to individuals, contractors, vendors, etc., for the purpose of inquiries relating to or confirmation of orders and purchases; (h) Records maintained in the Administrative Operations Information System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (i) Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (j) Disclosures to Federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (k) Disclosures to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (l) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records comprising the Administrative Operations Information System are contained in file folders located in Headquarters, 1800 G Street, N.W., Washington, D.C. 20223, and in Secret Service field offices (see United States Secret Service Appendix A).

Retrievability: The Administrative Operations Information System is indexed alphabetically by name either in a master index file system or on microfilm. Access to the physical files containing records is by class code number obtained from the alphabetized name indices.

Safeguards: (1) The file jackets and indices containing the records comprising the Administrative Operations Information System located at the U.S. Secret Service Headquarters are secured by alarms and other internal security devices in locked rooms with guards on duty on an around the clock basis. Access is available only to employees responsible for records management and operational employees who have a need for such information, each of whom holds a top secret security clearance; (2) The file jackets and the master file indices comprising the Administrative Operations Information System in Secret Service field offices are located in locked filing cabinets and in locked rooms when Secret Service employees are not on duty. Access to the system is limited to employees of the Secret Service holding top secret security clearances.

Retention and disposal: The file jackets and master indices comprising the Administrative Operations Information System are retained indefinitely. Disposal is by burning or shredding.

System manager(s) and address: Assistant Director, Office of Administration, U. S. Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Notification procedure: Any individual who wishes to present a request as to whether this system contains records pertaining to him should address his inquiry to: Freedom of Information & Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Record access procedures: Any individual wishing to obtain information on the procedures for gaining access to and contesting records should contact: Freedom of Information & Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Contesting record procedures: See access above.

Record source categories: (a) Individuals who are presently or were Secret Service employees; (b) Individuals, corporations, companies, contractors, etc., previously engaged or presently engaged in business with the Secret Service; (c) Claimants.

Treasury/USSS 00.002

System name: Treasury/USSS Criminal Investigation Information System.

System location: (a) United States Secret Service, 1800 G Street, N.W., Washington, D.C. 20223. (b) Components of the Criminal Investigation Information System are geographically dispersed throughout Secret Service field offices. (See below United States Secret Service Appendix A listing the addresses of Secret Service field offices). (c) Treasury Security Force, Room 1044—Main Treasury Building, Washington, D.C.

Categories of individuals covered by the system: (a) Individuals who have been or are currently the subject of a criminal investigation by the U.S. Secret Service in connection with the performance by that agency of its authorized criminal investigative functions; (b) Individuals who are payees, registered owners or endorsers of stolen or lost obligations and other securities of the United States; (c) Individuals who are witnesses, complainants, informants, suspects, defendants, fugitives, released prisoners, correspondents, organized crime figures, and victims of crimes who have been identified by the Secret Service in the conduct of criminal investigations or by information supplied by other law enforcement agencies, government units, and the general public.

Categories of records in the system: (a) Records containing information complied for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrest, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status; (b) Records containing information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; (c) Records containing reports identifiable with an individual compiled at various stages of the process of enforcement of criminal laws from arrest or indictment through release from supervision; (d) Records containing investigatory material compiled for law enforcement purposes, including but not limited to, handwriting exemplars; laboratory analyses of inks and papers; handwriting analyses; petitions for the remission of forfeitures; notice of non-receipt of treasury drafts; affidavits of forged endorsements; opinions of the examiner of questioned documents; certificates by owners of U.S. registered securities concerning forged requests for payments or assignments; applications for relief on account of loss, theft, or destruction of U.S. Savings Bonds or checks; photographic reproductions of obligations and other securities of the United States; contraband items; claims against the United States for the proceeds of government checks and bonds; and reports necessary for the settlement of check and bond claims.

Authority for maintenance of the system: The criminal investigative authority of the U.S. Secret Service is contained in 18 U.S.C. 3056

and Treasury Department Orders transferring investigative and security functions to the U.S. Secret Service by virtue of the authority vested in the Secretary of the Treasury pursuant to Reorganization Plan Number 26 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Criminal Investigation Information System of the U.S. Secret Service are as follows: (a) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Referral to Federal, state, and local governments, foreign and domestic, having prosecutive and civil law enforcement functions for use by attorneys, magistrates, and judges; and parole and probation authorities for the purpose of prosecuting, sentencing, and determining the parole and probation status of criminal offenders or suspected criminal offenders; (d) Referral to personnel of other Federal, state and local law enforcement agencies, foreign and domestic, for the purpose of developing information on subjects involved in Secret Service criminal investigations and assisting other law enforcement agencies in the investigation and prosecution of violations of the criminal laws which those agencies are responsible for enforcing; (e) Referral to personnel of Federal, state, and local governmental agencies, where such referral is considered reasonably necessary for the purpose of furthering Secret Service efforts to investigate the activities of and apprehend criminal offenders and suspected criminal offenders; (f) Referral to personnel of Federal, state, and local governmental agencies, foreign and domestic, where there is a showing of reasonable necessity to obtain such information to accomplish a valid law enforcement purpose; (g) Referral to employees and officials of financial and commercial business firms and to private individuals of identifying information pertaining to actual or suspected criminal offenders where such referral is considered reasonably necessary for the purpose of furthering Secret Service efforts to investigate the activities of and apprehend criminal offenders and suspected criminal offenders; (h) Records maintained in the Criminal Investigation Information System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (i) Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (j) Disclosures to Federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (k) Disclosures to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (l) Disclosures of information relating to criminal and civil proceedings to the news media in accordance with the guidelines contained in 28 C.F.R. 50.2; (m) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All records comprising the Criminal Investigation Information System of the U.S. Secret Service are contained in file jackets located at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. and/or in file jackets located in Secret Service field offices geographically dispersed throughout the United States, Puerto Rico and one foreign country. (See below, United States Secret Service Appendix A.)

Components of the Criminal Investigation Information System may be located in the Office of the Treasury Security Force, Main Treasury Building, Washington, D.C. Portions of the indices and information contained in the records are programmed into a computer maintained at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C.

Retrievability: The Criminal Investigation Information System of the U.S. Secret Service is indexed alphabetically by name at Headquarters, in the field master and computerized indices. Access to the physical files containing records is by case number obtained from the alphabetized name indices.

Safeguards: (1) The field jackets and indices containing the records comprising the Criminal Investigation Information System located at the U.S. Secret Service Headquarters are secured by alarms, and other internal security devices, in locked rooms with guards on duty on an around-the-clock basis. Access to the records is available only to employees responsible for records management and operational employees with a need to know, each of whom have top secret security clearances; (2) The file jackets and the master field indices comprising the Criminal Investigation Information System in Secret Service Field Offices and the Treasury Security Force are located in locked filing cabinets and in locked rooms when Secret Service employees are not on duty. Access to the system is limited to employees of the Secret Service and the Treasury Security Force holding top secret security clearances.

Retention and disposal: The retention schedule for records comprising the Criminal Investigation Information System is as follows: (1) All Judicial cases, 20 years; (2) Non-judicial criminal investigative cases (except non-judicial check and bond cases), 10 years; (3) Non-judicial check claim and bond forgery cases, 5 years; (4) Administrative files of an investigative nature, 5 years; (5) All other files and records the disposition of which is not otherwise specified, 5 years; (6) Investigations for other districts, 2 years; (7) Receipts for counterfeits and contraband, 2 years; (8) Investigation Control Forms, Indefinite; (9) Arrest History Forms, Indefinite; (10) Disposal of records contained in the Criminal Investigation Information System is by burning.

System manager(s) and address: Assistant Director, Office of Investigations, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Notification procedure: In accordance with the provisions of 5 U.S.C. 552a(j) and (k), the Director of the U.S. Secret Service proposes to exempt the Criminal Investigation Information System from compliance with the provisions of 5 U.S.C. 552a(e)(4)(G).

Record access procedures: In accordance with the provisions of 5 U.S.C. 552a(j) and (k), the Director of the U.S. Secret Service proposes to exempt the Criminal Investigation Information System from compliance with the provisions of 5 U.S.C. 552a(e)(4)(H).

Contesting record procedures: See access above.

Record source categories: In accordance with the provisions of 5 U.S.C. 552a(j) and (k) the Director of the U.S. Secret Service proposes to exempt the Criminal Investigation Information System from compliance with the provisions of 5 U.S.C. 552a(e)(4)(I).

Systems exempted from certain provisions of the act: In accordance with the provisions of 5 U.S.C. 552a(j) and (k) the Director of the U.S. Secret Service proposes to exempt the Criminal Investigation Information System from compliance with certain provisions of 5 U.S.C. 552a elsewhere in the Federal Register.

Treasury/USSS 00.003

System name: Treasury/USSS—Financial Management Information System.

System location: (a) U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. 20223; (b) Components of the Financial Management Information System are geographically dispersed throughout Secret Service field offices. (See below United States Secret Service, Appendix A listing the addresses of Secret Service field offices); (c) U.S. Secret Service Uniformed Division, 1310 L Street, N.W., Room 210, Washington, D.C. 20005; (d) Treasury Security Force, Room 1044, Main Treasury Building, Washington, D.C. 20220; (e) Protection Vehicle Division, U.S. Secret Service, 1310 L Street N.W., Suite 400, Washington, D.C. 20005; (f) Presidential Protective Division, U.S. Secret Service, Room 1, E.O.B., 17th & Pennsylvania Avenue, N.W., Washington, D.C. 20500; (g) Vice Presidential Protective Division, U.S. Secret Service, Room 295, Executive Office Building, Washington, D.C. 20500; (h) Dignitary Protective Division, U.S. Secret Service, 1310 L Street, N.W., Washington, D.C. 20005; (i) Eisenhower Protective Division, U.S. Secret Service, Room 206, Post Office Building, Gettysburg, Pennsylvania 17325; (j) Johnson Protective Division, U.S. Secret Service, P.O. Box 927, Stonewall, Texas 78671; (k) Ford Protective Division, U.S. Secret Service, P.O. Box 955, Rancho Mirage, Calif. 92270; (l) Truman Protective Division, U.S. Secret Service, 224 North Delaware, Independence, Mis-

souri 64051; (m) Nixon Protective Division, U.S. Secret Service, U.S. Coast Guard Station, San Clemente, California 92672; (n) Technical Security Division, Room 482, Executive Office Building, Washington, D.C. 20500. Plains Security Detail, U.S. Secret Service, P.O. Box 308, Plains, GA. 31780.

Categories of individuals covered by the system: (a) Individuals who are now, or were previously, Secret Service employees; (b) Individuals, contractors, vendors, etc., who are presently doing business with or previously did business with the Secret Service; (c) Individuals who are involved in or were previously involved in tort claims with the Secret Service; (d) Individuals who are or previously were involved in payments (accounts receivable) with the Secret Service; (e) Individuals who have been recipients of awards.

Categories of records in the system: (a) Records containing information compiled for the purpose of pay, travel, property damage, expenses incurred other than travel, and retirement annuities and taxes; (b) Records containing information of accounts receivable and payable, involving Secret Service employees and other persons; (c) Records containing information of tort claims dealing with Secret Service property, concerning payment and accounts receivable; (d) Records containing information on the expenditures, anticipated expenditures, and budget studies of the Secret Service; (e) Records of time and attendance of work.

Authority for maintenance of the system: The Financial Management Authority of the U.S. Secret Service is contained in various Executive Orders, Treasury Orders and delegations, Title 7 of the General Accounting Office Policy and Procedure Manual for Guidance of Federal Agencies and other rules and regulations and fiscal procedures where applicable; 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Financial Management Information System are as follows: (a) Referral to the Internal Revenue Service, U.S. Treasury, GAO, Civil Service and other Federal agencies dealing with the payment and collection of monies concerning Secret Service employees; (b) Referral to the Internal Revenue Service, U.S. Treasury Department, Civil Service, GAO and other Federal agencies dealing with the payment, collection and audit of monies concerning persons who have financial dealings with the Secret Service; (c) To establish a means of budget projections and studies for anticipated expenses to be incurred; to record the actual expenses claimed; to analyze any unliquidated obligations at the end of the fiscal year; (d) To establish a means of responding to questions by Secret Service employees regarding their financial dealings; (e) To establish and maintain a means of gaining statistical information needed to answer inquiries from other Federal, state and local governments and Congress; (f) To establish a reporting system to Treasury, Office of Management & Budget and the General Accounting Office of Secret Service expenditures; (g) To establish a means of payments to contractors and vendors for purchases made by Secret Service; (h) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (i) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (j) Records maintained in the Financial Management Information System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (k) Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (l) Disclosures to Federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (m) Disclosures to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (n) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: All records comprising the Financial Management Information System of the U.S. Secret Service are contained in files, microfilm and/or microfiche located at Headquarters, Washington, D.C., Secret Service field offices geographically dispersed throughout the United States, Puerto Rico, and one foreign country, (see location section of this notice and United States Secret Service Appendix A), and Secret Service Protective Divisions. Portions of the indices and information contained in the Financial Management Information System are programmed into a computer maintained at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C.

Retrievability: The Financial Management Information System is indexed by name and/or numbers in the Headquarters office and by name only in the U.S. Secret Service field offices and protective divisions. Access to the physical files containing records is by number and/or name. Access to the information stored in the computer is also by name and/or number.

Safeguards: (1) The file jackets, indices and computer containing the record systems located at U.S. Secret Service Headquarters are secured by alarms and other internal security devices in locked rooms with guards on duty on a 24 hour basis; (2) Access to the records is available only to employees responsible for records management and operational employees who have a need for such information, each of whom hold a top secret security clearance; (3) The file jackets and/or indices comprising the Financial Management Information System in U.S. Secret Service field offices and protective divisions are located in locked filing cabinets and in locked rooms when Secret Service employees are not on duty. Access is limited to employees of the Secret Service holding top secret security clearances.

Retention and disposal: The retention schedule for records comprising the Financial Management Information System are as follows: (1) Financial Management Division automated accounting systems, Paris Field Office file and paid files are retained for six years; (2) Accounts receivable systems maintained for four years unless they are not liquidated; (3) Systems for holiday, overtime hour and other pay adjustments, enter on duty information, resignations, retirements, reassignments, etc., are held indefinitely; (4) Records on personnel actions, leave, change of station, bonds, health benefits and insurance policies, bank deposits, allotments, etc., are held for six months. Disposal of records contained in the Financial Management Information System is by burning.

System manager(s) and address: Assistant Director, Office of Administration, 1800 G Street, N.W., Washington, D.C. 20223.

Notification procedure: Any individual who wishes to present a request as to whether this system contains a record pertaining to him should address his inquiry to: Staff Assistant, Freedom of Information and Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Record access procedures: Any individual wishing to obtain information on the procedures for gaining access to and contesting records should contact: Freedom of Information and Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Contesting record procedures: See access above.

Record source categories: (a) Individuals who are presently or were previously Secret Service employees; (b) Individuals who are presently or were service contractors or suppliers with the Secret Service; (c) Individuals who are presently or were previously involved in tort claims with the Secret Service; (d) Individuals who are presently or were previously involved in collections and dispersement with the Secret Service; (e) Internal Revenue Service; (f) Surviving spouse of deceased personnel.

Treasury/USSS 00.004

System name: Freedom of Information Request System—Treasury/USSS.

System location: United States Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Categories of individuals covered by the system: Individuals or organizations who have requested information under the Freedom of Information Act.

Categories of records in the system: (a) Correspondence relating to requests for information; (b) Documents relevant to appeals and law suits under the Freedom of Information Act.

Authority for maintenance of the system: The authority of the U.S. Secret Service is contained in 5 U.S.C. 552, Freedom of Information Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (a) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) The system is maintained to insure the efficient processing of requests made pursuant to the Freedom of Information Act; (d) Records maintained in the Freedom of Information System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (e) Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (f) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records comprising the Freedom of Information Request System are maintained in file jackets located at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Retrievability: The file jackets and indices containing the records comprising the Freedom of Information Request System are indexed alphabetically.

Safeguards: The file jackets and indices containing the records comprising the Freedom of Information Request System are located at U.S. Secret Service Headquarters, and are secured in locked filing cabinets in locked rooms, with guards on duty on an around-the-clock basis. Access to the records is available only to employees responsible for the management of the system and operational employees who have a need for such information, each of whom have a top secret security clearance.

Retention and disposal: All files and indices are held indefinitely. Disposal is by burning.

System manager(s) and address: Freedom of Information and Privacy Acts Officer, Office of Public Affairs, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Notification procedure: Any individual who wishes to present a request as to whether this system contains records pertaining to him should address his inquiry to: Freedom of Information and Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Record access procedures: Any individual wishing to obtain information on the procedures for gaining access to and contesting records should contact: Freedom of Information & Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Contesting record procedures: See access above.

Record source categories: Individuals or organizations requesting information pursuant to the Freedom of Information Act.

Treasury/USSS 00.005

System name: Treasury/USSS—Legal Counsel Record System.

System location: Office of Legal Counsel, United States Secret Service, 1800 G Street, N.W.,Washington, D.C. 20223.

Categories of individuals covered by the system: (a) Individuals who have filed administrative claims involving an employee of the U.S. Secret Service; (b) Any individual who is involved in litigation against the U.S. Secret Service; (c) Individuals who have filed a petition for remission of forfeiture of equipment that was seized from them during an investigation and/or arrest by the U.S. Secret Service.

Categories of records in the system: (a) Copies of administrative claims involving employees of the U.S. Secret Service, responses and legal proceedings in those cases where litigation is involved in administrative claims; (b) Any type of legal document, including complaints, summaries, and litigation reports that are prepared for the Department of Justice at their request; (c) Petitions for remission of forfeiture of seized equipment; (d) Records concerning requests for information regarding the use of reproductions of obligations of the United States including bonds, checks, coins, coupons, currencies (U.S. and foreign), fractional notes, postage stamps (U.S. and foreign), postal money orders, and postmarks.

Authority for maintenance of the system: 18 U.S.C. 3056; 28 U.S.C. 2672 (Federal Tort Claims Act); 18 U.S.C. 471-509.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Legal Counsel Record System are as follows: (a) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Administrative claims may be routinely sent to the Department of Justice to the Attorneys who will represent the Secret Service in any possible litigation. The purpose of sending administrative claims to these attorneys is to assist them in preparation of litigation involving the Secret Service; (d) Legal records are routinely used in preparation for litigation proceedings against the U.S. Secret Service. Litigation reports are routinely sent to the Department of Justice at their request for assistance in preparation of the litigation proceedings. The purpose of such referals is to assist the Dept. of Justice in the preparation of litigation concerning the U.S. Secret Service; (e) All routine uses for petitions for remission of forfeiture of seized equipment are within the agency; (f) Files concerning requests for information regarding the use of reproductions of Government obligations are used in responding to general requests from the public or for requests for interpretation of legality with the Department of Justice and Postal authorities; (g) Records maintained in the Legal Counsel Record System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (h)Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (i) Disclosures to Federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (j) Disclosures to a Federal agency in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (k)For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records comprising the Legal Counsel Record System of the U.S. Secret Service are contained in file jackets located in the Office of Legal Counsel, United States Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Retrievability: The Legal Counsel Record System is indexed chronologically for administrative claims, petitions for remission and requests for information regarding reproductions. Access to the physical files containing litigation records is by an alphabetized listing of the case names.

Safeguards: The file jackets containing records comprising the Legal Counsel Record System located at U.S. Secret Service Headquarters, Office of Legal Counsel, are secured in a locked room with guards on duty on an around the clock basis. Access to the records is available only to employees responsible for record management and operational employees who have a need for such information, each of whom holds a top secret security clearance.

Retention and disposal: The retention schedule of records comprising the Legal Counsel Record System is as follows: (1) All judicial case records are retained for a period of 20 years; (2) Administrative claims, petitions for remission, and requests for information are retained indefinitely. Any disposal is by shredding and/or burning.

System manager(s) and address: Legal Counsel, U.S. Secret Service, 1800 G Street, N.W., Room 842, Washington, D.C. 20223.

Notification procedure: Any individual who wishes to present a request as to whether the system contains records pertaining to him should address his inquiry to: Freedom of Information and Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Record access procedures: Any individual wishing to obtain information on the procedures for gaining access to and contesting records should contact: Freedom of Information and Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Contesting record procedures: See access above.

Record source categories: (a) Administrative claims are filed by those individuals who believe that they have a claim against the U.S. Secret Service; (b) Individuals who are involved in legal proceedings against the U.S. Secret Service. All litigation reports are initiated by Office of Legal Counsel, U.S. Secret Service; (c) Individuals and organizations who have petitioned for remission of forfeiture of seized equipments; (d) Requests for information regarding the use of reproductions from Secret Service field offices, the general public, and from professional organizations.

Treasury/USSS 00.006

System name: Non Criminal Investigation Information System—Treasury/USSS.

System location: (a) United States Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.(b) Office of Inspection, U.S. Secret Service, Edison Building, Suite 654, 1900 Pennsylvania Avenue, N.W., Washington, D.C. 20226.(c) Components of the Non-Criminal Investigation Information System are geographically dispersed throughout Secret Service field offices in the United States, Puerto Rico, and one foreign country. (See below, United States Secret Service Appendix A, listing the addresses of Secret Service field offices).

Categories of individuals covered by the system: (a) Individuals who are applicants for employment with the U.S. Secret Service and other bureaus of the Department of the Treasury;(b) Individuals who are employees of the U.S. Secret Service and other bureaus of the Department of the Treasury holding security clearances granting access to classified documents and records;(c) Individuals who have filed administrative claims with the Secret Service and other bureaus of the Department of the Treasury under the Federal Tort Claims Act or who have been involved in automobile accidents or other incidents involving employees of the Secret Service and other bureaus of the Department of the Treasury resulting in tort claims against such individuals;(d) Individuals involved in investigations required in the administration of the Government Losses in Shipment Act, the Gold Reserve Act, and the Silver Purchase Act;(e) Individuals who are employees of the Secret Service and other bureaus of the Department of the Treasury who have been accused of misconduct in the performance of their duties, or who have been the subject of a complaint involving the performance of their official functions;(f) Individuals who are the subject of investigations or supply information to investigative agents conducting special investigations relating to the performance by the Secret Service of its statutory and regulatory functions.

Categories of records in the system: (a) Record containing investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or access to classified information;(b) Records containing investigatory material compiled for law enforcement purposes, including but not limited to, reports of investigators relating to claims under the Federal Tort Claims Act; Government Losses in Shipment Act; the Gold Reserve Act and the Silver Purchase Act; and employee misconduct or malfeasance;(c) Records containing reports or statement of investigators, witnesses, complainants, claimants and correspondents associated with identifiable individuals.

Authority for maintenance of the system: The non-criminal investigative authority of the U.S. Secret Service is contained in 18 U.S.C. 3056; Executive Order 10450 and Treasury Order 82 (revised January 17, 1973); and Treasury Order 173-1.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Non-Criminal Investigation Information System are as follows: (a) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Referral to the Department of Justice and other Federal agencies for administrative, civil, or other legal proceedings to be used by personnel officials, attorneys, administrative law officers, and judges; (d) Referral to personnel of other Federal, state and local governmental agencies, foreign and domestic, for the purpose of developing or confirming information on individuals involved in non-criminal investigations conducted by the Secret Service; (e) Referral to personnel of private institutions and to private individuals for the purpose of confirming and/or determining suitability, eligibility, or qualifications for Federal civilian employment or access to classified information; and for the purposes of furthering the efforts of the Secret Service to investigate the activities of individuals related to or involved in non-criminal civil and administrative investigations; (f) Referral to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for the purpose of determining suitability, eligibility, or qualifications for employment with or access to classified information in such other agency or instrumentality; (g) Records maintained in the Non-Criminal Investigation Information System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (h) Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (i) Disclosures to Federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (j) Disclosures to a Federal agency in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (k) Disclosures of information relating to civil proceedings to the news media in accordance with the guidelines contained in 28 C.F.R. 50.2; (l) for additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records comprising the Non-Criminal Investigation Information System of the U.S. Secret Service are contained in file jackets located at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. and/or in file jackets located in the Office of Inspection, Edison Building, 1310 L Street, N.W., Washington, D.C. and in Secret Service field offices geographically dispersed throughout the United States, Puerto Rico, and one foreign country. (See Location Section of this notice and United States Secret Service Appendix A.) Portions of these indices and information contained in the Non-Criminal Information System are programmed into a computer maintained at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C.

Retrievability: The Non-Criminal Investigation Information System is indexed alphabetically by name in the Headquarters, Inspection, field master, and computerized indices. Access to the physical files containing records is by case number obtained from the alphabetized name indices.

Safeguards: (1) The file jackets and indices containing the records comprising the Non-Criminal Investigation Information System located at U.S. Secret Service Headquarters and the Office of Inspection are secured by alarms and other internal security devices in locked rooms with guards on duty on an around-the-clock basis. Access to the records is available only to employees responsible for record management and operational employees who have a need for such information, each of whom holds a top secret security clearance; (2)

The file jackets and the master field indices comprising the Non-Criminal Investigation Information System in Secret Service field offices are located in locked filing cabinets and in locked rooms when Secret Service employees are not on duty. Access to the system is limited to employees of the Secret Service holding top secret security clearances.

Retention and disposal: The retention schedule for records comprising the Non-Criminal Investigation Information System is as follows: (1) All judicial case records are retained for a period of twenty years; (2) Applicant security and background investigation records of Secret Service employees are retained for thirty years after retirement or separation of the employee from Secret Service employment; (3) Applicant investigation records relating to employees of Bureaus of the Treasury Department other than the Secret Service, are retained for three years; (4) All other records, the disposition of which are not otherwise specified, are retained for five (5) years. Disposal: Disposal of records contained in the Non-Criminal Investigation Information System is by burning.

System manager(s) and address: Assistant Director, Office of Investigations, 1800 G Street, N.W., Washington, D.C. 20223.

Notification procedure: In accordance with the provisions of 5 U.S.C. 552 a (k), the Director of the U.S. Secret Service proposes to exempt the Non-Criminal Investigation Information System from compliance with the provisions of 5 U.S.C. 552 a (e) (4) (G).

Record access procedures: In accordance with the provisions of 5 U.S.C. 552 a (k), the Director of the U.S. Secret Service proposes to exempt the Non-Criminal Investigation Information System from compliance with the provision of 5 U.S.C. 552 a (e) (4) (H).

Contesting record procedures: See access above.

Record source categories: In accordance with the provisions of 5 U.S.C. 552 a (k), the Director of the U.S. Secret Service proposes to exempt the Non-Criminal Investigation Information System from compliance with the provisions of 5 U.S.C. 552 a (e) (4) (I).

Systems exempted from certain provisions of the act: In accordance with the provisions of 5 U.S.C. 552a(j) and (k), the Director of the U.S. Secret Service proposes to exempt the Non-Criminal Investigation Information System from compliance with certain provisions of 5 U.S.C. 552a—elsewhere in the Federal Register.

Treasury/USSS 00.007

System name: Protection Information System—Treasury/USSS.

System location: (a) United States Secret Service, 1800 G Street, N.W., Washington, D.C. 20223. (b) Presidential Protective Division, U.S. Secret Service, Room 1, E.O.B., 17th & Pennsylvania Avenue, N.W., Washington, D.C. 20500. (c) Vice Presidential Protection Division, U.S. Secret Service, Room 295, Executive Office Building, Washington, D.C. 20500. (d) Dignitary Protective Division, U.S. Secret Service, 1310 L Street, N.W., Washington, D.C. 20005. (e) Protective Vehicle Division, U.S. Secret Service, 1310 L Street, N.W., Suite 400, Washington, D.C. 20005. (f) Eisenhower Protective Division, U.S. Secret Service, Room 206, Post Office Building, Gettysburg, Pennsylvania 17325. (g) Johnson Protective Division, U.S. Secret Service, P.O. Box 927, Stonewall, Texas 78671. (h) Ford Protective Division, U.S. Secret Service, P.O. Box 955, Rancho Mirage, Calif. 92270. (i) Truman Protective Division, U.S. Secret Service, 224 North Delaware, Independence, Missouri 64051. (j) Nixon Protective Division, U.S. Secret Service, U.S. Coast Guard Station, San Clemente, California 92672. (k) U.S. Secret Service Uniformed Division, Room 210, 1310 L Street, N.W., Washington, D.C. 20005. (l) Treasury Security Force, Room 1040, Main Treasury Building, Washington, D.C. 20220. (m) Technical Security Division, Room 482, Executive Office Building, Washington, D.C. 20500. Plains Security Detail, U.S. Secret Service, P.O. Box 308, Plains, GA. 31780. (n) Components of the Protection Information System are geographically dispersed throughout Secret Service field offices. (See below, United States Secret Service Appendix A, listing the addresses of Secret Service field offices).

Categories of individuals covered by the system: (a) Individuals who have been or are currently the subject of a criminal investigation by the U.S. Secret Service or another law enforcement agency for the violation of certain criminal statutes relating to the protection of persons or the security of properties; (b) Individuals who are the subjects of investigative records and reports supplied to the Secret Service by Federal, state, and local law enforcement agencies, foreign and domestic; other governmental agencies; private institutions and individuals for evaluation by the Secret Service in connection with the performance by that agency of its authorized protective functions; (c) Individuals who are the subjects of non-criminal protective and background investigations by the Secret Service and other law enforcement agencies where the evaluation of such individuals, in accordance with criteria established by the Secret Service, indicates a need for such investigations; (d) Individuals who are granted ingress and egress to areas secured by the Secret Service, the Executive Protective Service, or to areas in close proximity to persons protected by the Secret Service, including but not limited to invitees, passholders, tradesmen, law enforcement, maintenance and service personnel; (e) Individuals who have attempted or solicited unauthorized entry into areas secured by the Secret Service; individuals who have sought an audience or contact with persons protected by the Secret Service or who have been involved in incidents or events which relate to the protective functions of the Secret Service; (f) Individuals who are witnesses, protectees, complainants, informants, suspects, defendants, fugitives, released prisoners, and correspondents who have been identified by the Secret Service or from information supplied by other law enforcement agencies, governmental units, private institutions, and members of the general public in connection with the performance by the Secret Service of its authorized protective functions.

Categories of records in the system: (a) Records containing information compiled for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrest, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status; (b) Records containing information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; (c) Records containing reports relative to an individual compiled at various stages of the process of enforcement of certain criminal laws from arrest or indictment through release from supervision; (d) Records containing information supplied by other Federal, state, and local law enforcement agencies, foreign and domestic; other governmental agencies; private institutions and persons concerning individuals who, because of their activities, personality traits, criminal or mental history, or history of social deviancy, may be of interest to the Secret Service in connection with the performance by that agency of its protective functions; (e) Records containing information compiled for the purpose of identifying and evaluating individuals who may constitute a threat to the safety of persons or security of areas protected by the Secret Service, and/or the Executive Protective Service; (f) Records containing information relating to incidents and events, such as attempted intrusions into secured areas, or activities of mentally disturbed persons demonstrating an unusual or abnormal interest in persons protected by the Secret Service; (g) Records containing information compiled for the purpose of background investigations of individuals, including but not limited to, passholders, tradesmen, maintenance and service personnel who have access to areas secured by or who may be in close proximity to persons protected by the Secret Service and/or the Executive Protective Service; (h) Records containing correspondence, records of telephone calls, visits to and efforts to contact persons protected by the Secret Service by certain individuals who, according to criteria established by the Secret Service, are considered to be of protective interest.

Authority for maintenance of the system: The protective authority of the U.S. Secret Service is contained in 18 U.S.C. 3056 and Section 1 of Public Law 90-331. Criminal Investigations relating to protection, such as threats or unauthorized entry (18 U.S.C. 871; 18 U.S.C. 1751), are authorized by 18 U.S.C. 3056. The protective and security authority of the U.S. Secret Service Uniformed Division is contained in 3 U.S.C. 202 and of the Treasury Security Force in Treasury Orders issued by the Secretary of the Treasury pursuant to the provisions of Reorganization Plan Number 26 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Protective Information System of the U.S. Secret Service are as follows: (a) Disclosures to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosures required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) Referral to the Department of Justice and other Federal, state and local governmental agencies having a prosecutive function for the use of attorneys, magistrates, and judges; and parole and probation authorities for the purpose of prosecuting, sentencing, and determining the parole and probation status of criminal offenders or suspected criminal offenders; and for civil and other proceedings involving Secret Service and Executive Protective Service protective functions; (d) Referral to personnel of other Federal state and local law enforcement agencies, foreign and domestic, for the purpose of developing information on subjects involved in Secret Service protective investigations and evaluations

and for the purpose of protective intelligence briefings of personnel of other law enforcement and governmental agencies assisting the U.S. Secret Service in the performance of its protective functions; (e) Referral to personnel of Federal, state, and local governmental agencies, foreign and domestic, where such referrals are considered reasonably necessary for the purpose of furthering Secret Service efforts to investigate the activities of those persons considered to be of protective interest; (f) Referral to personnel of Federal, state, and local law enforcement agencies and other governmental agencies, foreign and domestic, where there is a showing of a reasonable need to accomplish a valid enforcement purpose; (g) Referral to personnel of private institutions and to private individuals of identifying information pertaining to actual or suspected criminal offenders or other individuals considered to be of protective interest for the purpose of furthering Secret Service efforts to evaluate the danger such individuals pose to persons protected by that agency; (h) Records maintained in the Protection Information System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto; (i) Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (j) Disclosures to Federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (k) Disclosures to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; (l) Disclosures of information relating to criminal and civil proceedings to the news media in accordance with the guidelines contained in 28 C.F.R. 50.2; (m) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records comprising the Protection Information System of the U.S. Secret Service are contained in file jackets located at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. or in file jackets located in the offices of various protective units of Secret Service; the Technical Security Division; and in Secret Service field offices geographically dispersed throughout the United States, Puerto Rico, and one foreign country. (see Location Section of this notice and United States Secret Service Appendix A.) Components of the Protection Information System are located in the office of the U.S. Secret Service Uniformed Division, 1310 L Street, N.W., Washington, D.C. and in the office of the Treasury Security Force, Main Treasury Building, Washington, D.C. Portions of the indices and information contained in the Protective Information System are programmed into a computer maintained at Headquarters, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C.

Retrievability: The Protective Information System is indexed alphabetically by name in the Headquarters, field master, protective units and computerized indices. Access to the physical files containing records is by case number obtained from the alphabetized name indices.

Safeguards: (1) The file jackets and indices containing the records comprising the Protection Information System located at the U.S. Secret Service Headquarters, in the protective units, the U.S. Secret Service Uniformed Division, the Treasury Security Force, and the Technical Security Division of the Secret Service are secured by alarms and other internal security devices in locked rooms with guards on duty on an around-the-clock basis. Access to the records is available only to employees responsible for record management and operational employees who have a need for such information, each of whom holds a top secret security clearance. 2. The file jackets and the master field indices comprising the Protective Information System in Secret Service field offices are located in locked filing cabinets and in locked rooms when Secret Service employees are not on duty. Access to the system is limited to employees of the Secret Service holding top secret security clearances.

Retention and disposal: The retention schedule for records comprising the Protection Information System is as follows: (1) All judicial case records are retained for a period of twenty years. In cases where checkups are being made or quarterly investigations are conducted in protective intelligence cases, the retention period is computed from the date of the final checkup or quarterly investigation. In the event of a protective intelligence subject's death, the file is destroyed immediately. Otherwise the checkup and quarterly investigative files are maintained for a period of twenty years; (2) All other protective intelligence case records including protective surveys and nonjudicial protective intelligence cases are retained for a period of five years; (3) Administrative records and files on all types of physical protective activities are retained for a period of ten years; (4) Disposal of records contained in the Protective Information System is by burning.

System manager(s) and address: Assistant Director, Office of Protective Research, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Notification procedure: In accordance with the provisions of 5 U.S.C. 552a(j) and (k) the Director of the U.S. Secret Service proposes to exempt the Protection Information System from compliance with the provisions of 5 U.S.C. 552a(e) (4) (G).

Record access procedures: In accordance with the provisions of 5 U.S.C. 552a(j) and (k) the Director of the U.S. Secret Service proposes to exempt the Protection Information System from compliance with the provisions of 5 U.S.C. 552a(e) (4) (H).

Contesting record procedures: See access above.

Record source categories: In accordance with the provisions of 5 U.S.C. 552a(j) and (k) the Director of the U.S. Secret Service proposes to exempt the Protection Information System from compliance with the provisions of 5 U.S.C. 552a(e) (4) (I).

Systems exempted from certain provisions of the act: In accordance with the provisions of 5 U.S.C. 552a(j) and (k), the Director of the U.S. Secret Service proposes to exempt the Protection Information System from compliance with certain provisions of 5 U.S.C. 552a elsewhere in the Federal Register.

Treasury/USSS 00.008

System name: Public Affairs Record System—Treasury/USSS.

System location: U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Categories of individuals covered by the system: (a) Persons who are private citizens who correspond requesting information relating to the Secret Service; (b) Persons who are members of the news media, authors and publishers requesting information about the Secret Service; (c) Members of Congress who make inquiries with the Secret Service; (d) Persons who are recipients of the Director's Honor Award, who have received recognition from or assisted the Secret Service.

Categories of records in the system: (a) Records of inquiries received from the general public, the communication media and the press relative to Secret Service activities; (b) Records of awards presented by the Secret Service; (c) Records of Congressional inquiries and correspondence.

Authority for maintenance of the system: 18 U.S.C. 3056 and Treasury Department Order Number 173-3, dated October 29, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Public Affairs Record System are as follows: (a) To maintain a record of responses made to the general public, the news media, members of Congress, and other individuals who correspond with the Service; (b) To maintain a record of awards and honors given by the Secret Service and to establish statistical information on these awards and honors; (c) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (d) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552). (e) Records maintained in the Public Affairs Records System indicating a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, may be referred to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or imple-

menting the statute, or rule, regulation or order issued pursuant thereto; (f) Disclosures in the course of presenting evidence to a court, magistrate or administrative tribunal and disclosures to opposing counsel in the course of discovery proceedings for the purpose of enforcing, or prosecuting, a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto; (g) Disclosures to Federal, state or local agencies maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit; (h) Disclosures to Federal agencies, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (i) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records comprising the Public Affairs Record System are maintained in file folders located at U.S. Secret Service, Headquarters, 1800 G Street, N.W., Washington, D.C. 20223.

Retrievability: Records of the Public Affairs Record System are filed alphabetically and chronologically. Access is by name and/or date.

Safeguards: The files containing the Public Affairs Record System are located at U.S. Secret Service Headquarters, and are secured in locked filing cabinets in locked rooms, with guards on duty on an around-the-clock basis. Access to the records is available only to employees responsible for management of the system and operational employees who have a need for such information, each of whom holds a top secret security clearance.

Retention and disposal: Records in this system are currently maintained indefinitely.

System manager(s) and address: Assistant to the Director, Office of Public Affairs, U.S. Secret Service, 1800 G Street, N.W., Washington, D.C. 20223.

Notification procedure: Any individual who wishes to present a request as to whether this system contains records pertaining to him should address his inquiry to: Freedom of Information and Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Record access procedures: Any individual wishing to obtain information on the procedure for gaining access to and contesting records should contact: Freedom of Information & Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Contesting record procedures: See access above.

Record source categories: (a) The general public, the news media and members of Congress who correspond with the Service; (b) Persons who have received awards or honors from the Secret Service.

Treasury/USSS 00.009

System name: Training Information System—Treasury/USSS.

System location: (a) U.S. Secret Service, Office of Training, 1717 H Street, N.W., Washington, D.C. 20223. (b) Treasury Security Force, Main Treasury Building, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20220. (c) Beltsville Training Center, Beltsville, Maryland 20705.

Categories of individuals covered by the system: (a) Individuals who are now or were Secret Service employees, officers of the U.S. Secret Service Uniformed Division or the Treasury Security Force.

Categories of records in the system: Records containing the type and dates of training programs of the U.S. Secret Service employees, officers of the U.S. Secret Service Uniformed Division or the Treasury Security Force.

Authority for maintenance of the system: 18 U.S.C. 3056 is the statute that establishes Secret Service criminal and protective jurisdiction and training is conducted pursuant to that statute and in accordance with Treasury and Civil Service Regulations relating to training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records contained in the Training Information System are as follows: (a) Disclosure to those officers and employees of the Secret Service and the Department of the Treasury who have a need for the records in the performance of their duties; (b) Disclosure required in the administration of the Freedom of Information Act (5 U.S.C. 552); (c) The system is maintained to assist in performing administrative functions of the Office of Training and is used to prepare class directories, class rosters, program evaluation reports and statistical reports, and maintain records of performance; (d) For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records comprising the Training Information System are maintained on cards at the Secret Service Office of Training, 1717 H Street, N.W., Washington, D.C., Main Treasury Building, 1500 Pennsylvania Avenue, N.W., and Beltsville Training Center, Beltsville, Maryland.

Retrievability: Records of the Training Information System are filed alphabetically and access to the record card is by name.

Safeguards: The Training Information System record cards located at the U.S. Secret Service Office of Training are secured in locked rooms with alarms when Secret Service employees are not on duty. Access to the records is available only to employees responsible for management of the records and operational employees who have a need for such information, each of whom hold a top secret security clearance.

Retention and disposal: Records in this System are currently maintained indefinitely.

System manager(s) and address: Assistant to the Director, Office of Training, U.S. Secret Service, 1717 H Street, N.W., Washington, D.C. 20223.

Notification procedure: Any individual who wishes to present a request as to whether this system contains records pertaining to him should address his inquiry to: Freedom of Information & Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Record access procedures: Any individual wishing to obtain information on the procedures for gaining access to and contesting records should contact: Freedom of Information & Privacy Acts Officer, U.S. Secret Service, 1800 G Street, N.W., Room 908, Washington, D.C. 20223.

Contesting record procedures: See access above.

Record source categories: (a) Individuals who are now or were Secret Service employees, officers of the U.S. Secret Service Uniformed Division and the Treasury Security Force officers; (b) Individuals from other Federal, state and local law enforcement agencies.

Appendix A—
U.S. Secret Service field offices

Federal Office Building, 517 Gold Avenue, S.W., Albuquerque, New Mexico 87103, 505—766—3336.

601 Rockwell Avenue, Cleveland, Ohio 44114, 216—522—4365.

Equitable Building, 100 Peachtree Street, N.E., Atlanta, Georgia 30301, 404—526—6111.

950 South Stadium Road, Columbia, South Carolina 29201, 803—765—5446.

Federal Office Building, 300 East 8th Street, Austin, Texas 78701, 512—397—5103.

85 Marconi Boulevard, Columbus, Ohio 43215, 614—469—7370.

Federal Office Building, 31 Hopkins Plaza, Baltimore, Maryland 20201, 301—962—2200.

1100 Commerce Street, Dallas, Texas 75202, 214—749—3461.

66 Bagby Drive, Birmingham, Alabama 35209, 205—254—1144.

1660 Lincoln Street, Denver, Colorado 80203, 303—837—3027.

575 Technology Square, Cambridge, Massachusetts 02139, 617—223—2728.

Federal Building & U.S. Courthouse, Detroit, Michigan 48226, 313—226—6400.

Federal Building, 111 West Huron Street, Buffalo, New York 14202, 716—842—3542.

El Paso National Bank Building, East Maine Drive at Mesa, El Paso, Texas 79901, 915—543—7546.

New Federal Building, 500 Quarrier Street, Charleston, West Virginia 25301, 304—343—6181.

110 Michigan Avenue, N.W., Grand Rapids, Michigan 49502, 616—456—2276.

226 Skeens Building, 4530 Park Road, Charlotte, North Carolina 28209, 704—523—9583.

300 Ala Moana Boulevard, Honolulu, Hawaii 96813, 808—546—5637.

219 S. Dearborn Street, Chicago, Illinois, 60604, 312—353—5431.

515 Rusk Street, Houston, Texas 77208, 713—226—5791.

Federal Office Building, 550 Main Street, Cincinnati, Ohio 45202, 513—684—3585.

46 E. Ohio Street, Indianapolis, Indiana 46204, 317—269—6444.

U.S. Post Office & Courthouse, Jackson, Mississippi 39205, 601—969—4436.

Post Office Building, Jacksonville, Florida 32201, 904—791—2777.

546 Carondelet Street, New Orleans, Louisiana 70190, 504—589—2219.

811 Grand Avenue, Kansas City, Missouri 64142, 816—374—5022.

6 World Trade Center, New York, New York 10048, 212—466—4400.

611 Gaines Street, Little Rock, Arkansas 72201, 501—378—6241.

Bank of Virginia Building 870 North Military Highway, Norfolk, Virginia 23502, 804—441—6736.

300 N. Los Angeles Street, Los Angeles, California 90012, 213—688—4830.

200 Northwest Fifth Street, Oklahoma City, Oklahoma 73102, 405—231—4476.

Post Office Building, Louisville, Kentucky 40201, 502—582—5171.

110 North 14th Street, Omaha, Nebraska 68102, 402—221—4671.

167 North Main Street, Memphis, Tennessee 38103, 901—521—3568.

58 bis, Rue la Boetie, American Embassy, Paris 8, France, 265—7460.

5255 N.W. 87th Avenue, Miami, Florida 33161, 305—350—5961.

600 Arch Street, Philadelphia, Pennsylvania 19106, 215—627—6800.

517 East Wisconsin Avenue, Milwaukee, Wisconsin 53202, 414—224—3587.

3033 North Central Avenue, Phoenix, Arizona 85012, 602—261—3556.

110 South 4th Street, Minneapolis, Minnesota 55401, 612—725—2801.

1000 Liberty Avenue, Pittsburgh, Pennsylvania 15222, 412—644—3384.

107 Saint Francis Street, Mobile, Alabama 36602, 205—690—2851.

900 S.W., 5th Avenue, Portland, Oregon 97204, 503—221—2162.

801 Broadway, Nashville, Tennessee 37203, 615—251—5841.

Federal Building & U.S. Courthouse, Providence, Rhode Island 02901, 401—331—6456.

60 Evergreen Place, East Orange, New Jersey 07018, 201—645—2334.

400 North Eighth Street, Richmond, Virginia 23240, 804—782—2274.

205 Whitney Avenue, 3rd Floor, New Haven, Connecticut 06511, 203—865—2449.

650 Capitol Mall, Sacramento, California 95814, 916—440—2413.

1114 Market Street, St. Louis, Missouri 63101, 314—425—4238.

234 Summit Street, Toledo, Ohio 43604, 419—259—6434.

350 South Main Street, Salt Lake City, Utah 84101, 801—524—5910.

1900 Pennsylvania Avenue, N.W., Washington, D.C. 20226, 202—634—5100.

727 E. Durango, San Antonio, Texas 78206, 512—229—6175.

880 Front Street, San Diego, California 92101, 714—293—5640.

450 Golden Gate Avenue, San Francisco, California 94102, 415—556—6800.

Federal Office Building, Hato Rey, Puerto Rico 00917, 809—753—4539.

Post Office Building, Washington & Linden Streets, Scranton, Pennsylvania 18501, 717—346—2631.

915 Second Avenue, Seattle, Washington 98174, 206—442—5495.

761 U.S. Courthouse, Spokane, Washington 99201, 509—456—2532.

600 East Monroe Street, Springfield, Illinois 62701, 217—525—4033.

100 S. Clinton Street, U.S. Federal Building, Syracuse, New York 13201, 315—423—5338.

1000 Ashley Drive, Tampa, Florida 33602, 813—228—2636.

Treasury/Comptroller 00.004

System name: Consumer Complaint Letter File—Treasury/Comptroller.

System location: Comptroller of the Currency, 490 L'Enfant Plaza, Washington, D.C. 20219.

Categories of individuals covered by the system: Persons who file complaints against banks.

Categories of records in the system: This system contains a series of computer printouts setting forth the name, address, bank complained of, date of incoming complaint letter, attorney assigned to examine said complaint and the nature of the resolution.

Authority for maintenance of the system: 12 U.S.C. 1, 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Files are utilized to determine whether individual has previously filed a complaint with this Office, the date of complaint and the disposition. For additonal routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinet.

Retrievability: Indexed alphabetically by name of complaining consumer.

Safeguards: Records are in file drawers.

Retention and disposal: The records are retained in perpetuity.

System manager(s) and address: Comptroller of the Currency, Assistant Chief Counsel, 409 L'Enfant Plaza, Washington, D.C. 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Persons filing complaints against national banks.

Treasury/Comptroller 00.010

System name: Federal Bureau of Investigation Report Card Index—Treasury/Comptroller.

System location: Comptroller of the Currency, Sixth Floor, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Categories of individuals covered by the system: Persons who have been involved in or associated with unlawful activity respecting national banking associations.

Categories of records in the system: This system consists of alphabetized indices of the names of individuals involved in or associated with unlawful activity respecting national banks and a cross reference to pertinent Federal Bureau of Investigation Reports relating thereto.

Authority for maintenance of the system: This system is established, maintained and utilized pursuant to 12 U.S.C. sections 481, 21, 1818, and 1829, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are utilized

as a cross reference for the purpose of making determinations with respect to potential or existing violations of law. For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinet.

Retrievability: The records are retrieved by the name of the individual.

Safeguards: Records are maintained by the Office in files with security procedures consistent with the sensitivity of the data.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system.

System manager(s) and address: Director of Enforcement Division, Law Department, Comptroller of the Currency, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Systems exempted from certain provisions of the act: Criminal investigative records exempted elsewhere in the Federal Register by the Department of Justice.

Treasury/Comptroller 00.012

System name: Freedom of Information log—Treasury/Comptroller.

System location: Comptroller of the Currency, 490 L'Enfant Plaza, Washington, D.C. 20219.

Categories of individuals covered by the system: Persons making request under the Freedom of Information Act.

Categories of records in the system: List of names of persons making requests under the Freedom of Information Act.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Internal control and reference regarding Freedom of Information Act, For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinet.

Retrievability: Indexed alphabetically by name.

Safeguards: Unlocked file cabinet.

Retention and disposal: Perpetuity.

System manager(s) and address: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Persons making requests under Freedom of Information Act.

Treasury/Comptroller 00.013

System name: Information file on individuals and commercial entities known or suspected of being involved in fraudulent activities—Treasury/Comptroller.

System location: Comptroller of the Currency, Sixth Floor, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Categories of individuals covered by the system: Individuals and entities involved in actual or suspected fraudulent activities.

Categories of records in the system: This system consists of alphabetized indices of the names of individuals or commercial entities known or suspected of involvement in fraudulent activities both foreign and domestic.

Authority for maintenance of the system: This system is established and maintained pursuant to 12 U.S.C. sections 21, 481, 1818, and 1829.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This system of records is utilized in connection with the national bank examination program to ascertain whether any transactions were made between examined banks and any of the individuals or entities who may be involved in fraudulent schemes. In any case in which there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, the record in question may be disseminated to the appropriate federal, state, local, or foreign agency charged with enforcing or implementing such law. A record relating to a case or matter may be disseminated to a federal, state, or local administrative or regulatory proceeding or hearing in accordance with the procedures governing such proceeding or hearing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records in file cabinets.

Retrievability: The records are retrieved by name of the individual, trade style used or by the name of the bank involved.

Safeguards: Records are maintained by the Office in files with security procedures consistent with the sensitivity of the data.

Retention and disposal: Currently there are no provisions for disposal of records contained in this system.

System manager(s) and address: Director of Enforcement Division, Law Department, Comptroller of the Currency, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Systems exempted from certain provisions of the act: Exempted elsewhere in the Federal Register by the Department of Justice.

Treasury/Comptroller 00.014

System name: Investigation Files/Employee Reference File - Treasury/Comptroller.

System location: Comptroller of the Currency, Personnel Management Division, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Categories of individuals covered by the system: Employee of Comptroller of the Currency.

Categories of records in the system: Compilation of material for a determination regarding security clearance.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9 / 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In the Personnel Management Division, the routine uses are associated with the employee's position. Used only by authorized security-cleared employees within the division. Investigations are used to properly grant clearances. For additional routine uses, see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Locked steel file cabinets and a safe with combination lock.

Retrievability: Filed in alphabetical order by geographical location.

Safeguards: Combination locks are changed once a year and only security-cleared employees within the Personnel Management Division have access.

Retention and disposal: Materials are retained for one month after employee leaves and the records are disposed by shredding.

System manager(s) and address: Director of Personnel, Comptroller of the Currency, 490 L'Enfant Plaza, S.W., Washington, DC 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Systems exempted from certain provisions of the act: Portions of this system are exempted elsewhere in the Federal Register due to the investigative nature of the record.

Treasury/Comptroller 00.044

System name: Consumer Complaint Index—Treasury/Comptroller.

System location: Three Parkway, Suite 1800, Philadelphia, Pennsylvania.

Categories of individuals covered by the system: Complainants.

Categories of records in the system: Personnel.

Authority for maintenance of the system: 12 U.S.C. 1, 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Processing and Follow-up. For additional Routine Uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinets.

Retrievability: By date received (cross referenced by name).

Safeguards: Locked cabinets.

Retention and disposal: Permanent.

System manager(s) and address: Regional Administrator (see location above).

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Employees of the Region.

Treasury/Comptroller 00.090.

System name: Bank Organizers & Proposed Officer Files (listed by name of bank)—Treasury/Comptroller.

System location: Peachtree Cain Tower, Suite 2700, 229 Peachtree Street, N.E., Atlanta, Georgia 30303.

Categories of individuals covered by the system: Bank Organizers; Proposed Officers.

Categories of records in the system: Personnel.

Authority for maintenance of the system: 12 U.S.C. 21, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Appraise charter & Competence of Management. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Held in Charter File in file cabinet.

Retrievability: Name or Social Security Number.

Safeguards: Lock & Key.

Retention and disposal: Approved Charters—Permanent Retention, Disapproved—destroyed after three years.

System manager(s) and address: Regional Administrator (See "Location" above for address).

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Applicants, References, Employee.

Treasury/Comptroller 00.104

System name: Consumer Complaint Index—Treasury/Comptroller.

System location: Sears Tower, Suite 5750, Chicago, Illinois 60606.

Categories of individuals covered by the system: Persons filing complaints with regional office against national banks.

Categories of records in the system: Card file index to pending and inactive consumer complaints against banks.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide a ready reference for the location and status of pending and closed complaints against banks. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Cabinet.

Retrievability: Alphabetical.

Safeguards: Maintained in closed cabinet.

Retention and disposal: Indefinite period of time.

System manager(s) and address: Regional Administrator (See "Location" above for address).

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Complaints against banks.

Treasury/Comptroller 00.115

System name: Consumer Complaint Index—Treasury/Comptroller.

System location: 165 Madison Avenue, Suite 800, Memphis, Tennessee 38103.

Categories of individuals covered by the system: Any individual who lodges a complaint against a national bank.

Categories of records in the system: Name of individual and address; name of bank involved and address; date bank notified of complaint; follow-up date; closing date of complaint.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Utilized to check complaint status until closing date. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Cabinet.

Retrievability: Date complaint letter is forwarded to bank for comment.

Safeguards: Locked file cabinet.

Retention and disposal: Two years.

System manager(s) and address: Regional Counsel. (See location above)

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Filing of a complaint letter by a complainant.

Treasury/Comptroller 00.139

System name: Financial & Biographical Reports of Organizers of New National Banks—Treasury/Comptroller.

System location: 800 Marquette Avenue, 1100 Midwest Plaza, East Building, Minneapolis, Minnesota 55402.

Categories of individuals covered by the system: Employees.

Categories of records in the system: Personal.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reference. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Cabinet.

Retrievability: Direct Access.

Safeguards: Locked file cabinet.

Retention and disposal: Permanent retention.

System manager(s) and address: Regional Adminstrator. (See "Location" above for address.)

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Employee.

Treasury/Comptroller 00.142

System name: Public Files—Treasury/Comptroller.

System location: 800 Marquette Avenue, 1100 Midwest Plaza, East Building, Minneapolis, Minnesota 55402.

Categories of individuals covered by the system: Bank Officials/General Public.

Categories of records in the system: Personal.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Reference. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Cabinets.

Retrievability: Direct Access.

Safeguards: Locked file cabinets.

Retention and disposal: 10 years; 3 years in region. 7 years in Fed Records Ctr. then dispose.

System manager(s) and address: Regional Administrator. (See "Location" above for address.)

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Employee.

Treasury/Comptroller 00.149

System name: Consumer Complaint Index—Treasury/Comptroller.

System location: 911 Main Street, Suite 2616, Kansas City, Missouri 64105.

Categories of individuals covered by the system: Any individual who lodges a complaint against a national bank.

Categories of records in the system: Name of individual and address; name of bank involved and address; date bank notified of complaint; follow-up date; closing date of complaint.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9, 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Utilized to check complaint status until closing date. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File Cabinet.

Retrievability: Date complaint letter is forwarded to bank for comment.

Safeguards: Locked File Cabinet.

Retention and disposal: Two years.

System manager(s) and address: Regional Counsel (See "Location" above for address.)

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Filing of a complaint letter by a complainant.

Treasury/Comptroller 00.166

System name: Consumer Complaint Index—Treasury/Comptroller.

System location: 1201 Elm Street, Suite 3800, Dallas, Texas 75270.

Categories of individuals covered by the system: Any individual who lodges a complaint against a national bank.

Categories of records in the system: Name of individual and address; name of bank involved and address; date bank notified of complaint; follow-up date; closing date of complaint.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Utilized to check complaint status until closing date. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper.

Retrievability: Date complaint letter is forwarded to bank for comment.

Safeguards: Locked File Cabinet.

Retention and disposal: Two years.

System manager(s) and address: Regional Counsel (See location above).

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Filing of a complaint letter by a complainant.

Treasury/Comptroller 00.208

System name: Consumer Complaint Index—Treasury/Comptroller.

System location: Steuart Street Tower, Suite 2101, San Francisco, California 94105.

Categories of individuals covered by the system: Employees.

Categories of records in the system: Examining.

Authority for maintenance of the system: 12 U.S.C. 1 and 12 U.S.C. 9.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To determine the nature of existing problems and if possible assist in the resolution thereof. For additonal routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File cabinet.

Retrievability: Alphabetical Index by name.

Safeguards: Locked file cabinets.

Retention and disposal: Perpetuity.

System manager(s) and address: Regional Administrator (see Location above).

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where the record might be stored; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, SW, Washington, DC 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: Complaints and Banks.

Treasury/Comptroller 00.221

System name: Treasury/Comptroller—Professional Qualifications Records for Municipal Securities Principals and Municipal Securities Representatives.

System location: Office of the Comptroller of the Currency, 490 L'Enfant Plaza East SW., Washington, D.C. 20219. Records stored in computerized files are maintained off-premises at the National Association of Securities Dealers, 1735 "K" Street NW., Washington, D.C. 20006.

Categories of individuals covered by the system: Persons who are or seek to be associated with a municipal securities dealer which is a national or District of Columbia bank, or a department, division, or subsidiary of any such bank, in the capacity of municipal securities principals or municipal securities representatives.

Categories of records in the system: These records contain identifying information, detailed educational and occupational histories, certain professional qualifications examination information, disciplinary histories, and information concerning the termination of employment of individuals covered by the system. Identifying information includes names, address history, date and place of birth, and may include social security number.

Authority for maintenance of the system: Section 15B(c) (5), 17 and 23 of the Securities Exchange Act of 1934 (15 U.S.C. 78o-4(c) (5), 78q and 78w) and the general authority of the National Banking Laws, 12 U.S.C. 1 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The information contained in these records may be subject to the following uses:

(a) Referral to the appropriate governmental authority, whether Federal, State, local, or foreign, or to the appropriate self-regulatory organization, of such information as may indicate a violation or potential violation of law, regulation or rule.

(b) Referral to the appropriate court, magistrate, or administrative law judge of such information as may be relevant to proceedings before any such court or judicial officer.

(c) Disclosure of such information as may aid in the resolution of any action or proceeding:

(1) In which the Federal securities or banking laws are at issue;

(2) In which the propriety of any disclosure of information contained in the system is at issue; or

(3) To which the Comptroller of the Currency or a past or present member of its staff is a party or otherwise involved in an official capacity.

(d) Disclosure to a Federal, State, local, or foreign governmental authority, or to a self-regulatory organization, of such information as may be necessary to obtain from such authority or organization additional information concerning the qualifications of an individual covered by the system.

(e) Disclosure of such information as may be necessary to respond to a request from a Federal, State, local, or foreign governmental authority, or from a self-regulatory organization, for information needed in connection with the issuance of a license, granting of a benefit, or similar action by such authority or organization affecting an individual covered by the system.

(f) Disclosure of such information as may be necessary to respond to any Congressional inquiry undertaken at the request of an individual covered by the system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Records are maintained in file folders and on computer memory discs.

Retrievability: Records are indexed by name of individual.

Safeguards: File folders are stored in lockable metal cabinets and computer memory discs are accessed only by authorized personnel.

Retention and disposal: Records may be maintained indefinitely. Disposal is by normal methods.

System manager(s) and address: Deputy Comptroller for Banking Operations, Comptroller of the Currency, 490 L'Enfant Plaza East SW., Washington, D.C. 20219.

Notification procedure: Inquiries, including name and date and place of birth, should be addressed to the System Manager, Inquirers may be required to include a notarized statement attesting to identity.

Record access procedures: Same as notification procedure.

Contesting record procedures: Same as notification procedure.

Record source categories: Those individuals and municipal securities dealers described in the section entitled Categories of Individuals Covered by the System provide the bulk of the information in the system. Additional input is provided by Federal, State, local, and foreign governmental authorities, and by self-regulatory organizations, which regulate the securities industry.

Treasury/CC 300

System name: Administrative Personnel System

System location: Office of the Comptroller of the Currency, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219. Components of this system are geographically dispersed throughout 14 regional offices. (See addresses listed in Appendix j-1.)

Categories of records in the system: Employment related administrative records. This system contains in house control type information about employees. The type of records found within this system are: list of individuals who are issued drivers' licenses, building passes, credit or identification cards, parking permits, accountable property and travel documents; lists of individuals who perform specialized duties (building wardens, relocation teams, safety officers, and civil defense officers); reports about individuals who are involved in accidents while employed.

Authority for maintenance of the system: General authority—12 U.S.C. 1 and 9, 5 U.S.C. 301. Specific authority is derived from a number of laws, regulations and Executive Orders. Individuals wishing to obtain more detailed information should write to the Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record in this system may be disclosed as a routine use to: (1) the Civil Service Commission (CSC) for the purpose of complying with regulations issued by the CSC; (2) the General Services Administration (GSA) for the purpose of complying with regulations issued by the GSA; and (3) the Department of Labor for the purpose of investigating claims for work related injuries. (See Appendix AA for additional routine uses.)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders, magnetic tape, punch cards, micro-film lists and forms.

Retrievability: Records are retrieved primarily by name (filed alphabetically by category of records); secondary identifiers are used to assure accuracy (date of birth, social security number or employee identification number).

Safeguards: Records are stored in lockable cabinets or secure rooms; access is limited to officials who have a need for the information; employees are trained to make only authorized disclosures.

Retention and disposal: Personnel type records are retained for 30 days after termination. All other records are retained and destroyed in accordance with published disposition and retention schedules. Individuals wishing more detailed information should write to the Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

System manager(s) and address: Deputy Comptroller for Administration, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where last employed; (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information.

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: The information in these records was provided by or verified by the subject of the record, employers and co-workers.

Treasury/CC 310

System name: Fiscal Personnel System

System location: Office of the Comptroller of the Currency, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219. Components of this system are geographically dispersed throughout 14 regional offices. (See addresses listed in Appendix j-1.)

Categories of individuals covered by the system: Present and past employees.

Categories of records in the system: This system is typically identified as payroll or disbursement type records and contains information about employees. The types of records found within this system are: award, allowance, salary, and fund advancement justification and disbursement records; payroll deductions for taxes, life and health insurance, financial institutions, retirement funds and charitable groups.

Authority for maintenance of the system: General authority—12 U.S.C. 1 and 9, 5 U.S.C. 301. Specific authority is derived from a number of laws, regulations and Executive Orders. Individuals wishing to obtain more detailed information should write to the Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record in this system may be disclosed as a routine use to: (1) the Civil Service Commission (CSC) for the purpose of complying with regulations issued by the CSC; (2) the General Services Administration (GSA) for the purpose of complying with regulations issued by GSA; (3) the General Accounting Office for the purpose of conducting audits; and (4) to entities designated to receive payroll deductions. (See Appendix AA for additional routine uses.)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders, magnetic tape and reports. Disbursement records are stored at the Federal Records Center.

Retrievability: Records are retrieved primarily by name (filed alphabetically), secondary identifiers are used to assure accuracy (date of birth, social security number, or employee identification number).

Safeguards: Records are stored in lockable cabinets or secure rooms; access is limited to officials who have a need for the information; employees are trained to make only authorized disclosures.

Retention and disposal: Personnel type records are retained for 30 days after termination. Disbursement records are retained indefinitely. Individuals wishing more detailed information should write to the Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

System manager(s) and address: Deputy Comptroller for Administration, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system or gain access to records maintained in this system must submit a request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where last employed; and (4) Provide at least two items of secondary identification (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Contesting record procedures: Submit request to the Director, Public Affairs at the above address.

Record source categories: The information contained in these records was provided by or verified by the subject of the record, employers and co-workers.

Treasury/CC 320

System name: General Personnel System

System location: Office of the Comptroller of the Currency, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219. Components of this system are geographically dispersed throughout 14 regional offices. (See addresses listed in Appendix j-1.)

Categories of individuals covered by the system: Present and past employees and applicants for employment.

Categories of records in the system: Employment related biographical and performance material. This category of records is typically identified as personnel type records and contains data about employees including applicants. The type records found within this category include: work evaluations; educational, employment, medical and military histories; locator and emergency contact information; dependent and beneficiary information; physical and qualification descriptions; financial interest statements; personal and family assets, liabilities and other interests in business enterprises.

Authority for maintenance of the system: General authority—12 U.S.C. 1 and 9, 5 U.S.C. 301. Specific authority is derived from a number of laws, regulations and Executive Orders. Individuals wishing to obtain more detailed information should write to the Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record in this system may be disclosed as a routine use to (1) the Civil Service Commission (CSC) for the purpose of complying with regulations issued by the CSC; (2) the Veterans Administration for the purposes of determining veterans preference and pension benefits; (3) the Equal Employment Opportunity Commission for the purpose of providing minority information and case reports; (4) respond to requests from labor organizations for names of employees and identifying information; (5) the Department of Labor for the purpose of reporting health and safety matters; (6) the General Services Administration (GSA) for the purpose of complying with regulations issued by GSA. (See Appendix AA for additional routine uses.)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: File folders, magnetic tape, punch cards, micro-film lists and forms.

Retrievability: Records are retrieved primarily by name (filed alphabetically by category of records). Secondary identifiers are used to assure accuracy (date of birth, social security number or employee identification number).

Safeguards: Records are stored in lockable cabinets or secure rooms; access is limited to officials who have a need for the information; employees are trained to make only authorized disclosures.

Retention and disposal: Most personnel-type records are retained for 30 days after termination, at which time they are transferred to

the Civil Service Commission or destroyed. Some records are retained for varying periods of time. Individuals wishing more detailed information should write to the Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

System manager(s) and address: Deputy Comptroller for Administration, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Notification procedure: Individuals wishing to be notified if they are named in this system of records, or gain access to records maintained in this system must submit a written request containing the following elements: (1) Identify the record system; (2) Identify the category and type of records sought; (3) Indicate the location of the Comptroller of the Currency office where last employed or where application for employment was made; (4) Provide at least two secondary identifications (date of birth, employee identification number, dates of employment or similar information).

Record access procedures: Director, Public Affairs, 490 L'Enfant Plaza, S.W., Washington, D.C. 20219.

Contesting record procedures: Submit requests to the Director, Public Affairs at the above address.

Record source categories: The information contained in these records was provided or verified by the subject of the record, employers, co-workers, friends, neighbors and associates listed as references, financial and educational institutions.

Treasury/USSBD 00.001

System name: Savings Bonds Employee Records System—Treasury/USSBD.

System location: Savings Bonds Division, Department of the Treasury, 1111 20th Street, N.W., Washington, D.C. 20226.

Categories of individuals covered by the system: Employees of USSBD.

Categories of records in the system: Appeal and Grievance Records, Applicant Supply Files, Case Actions, Employee Earning Statements, Employee Financial Statements, Equal Employment Opportunity Files, Incentive Awards and Reports, Itineraries, Locator Cards, Medical Records, Merit Promotion, Motor Vehicle Records, Payroll, Performance Evaluation, Personal Investigation, Position Control, Reduction in Force File, Register of Separation and Transfer, Retirement Cards, Time and Attendance Records, Tort Claims, Training Records and Reports, Travel Vouchers.

Authority for maintenance of the system: Treasury Department Order No. 13 established the Division of Savings Bonds under the office of the Fiscal Assistant Secretary, April 1941.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Personnel Office of the Savings Bonds Division, Department of the Treasury, maintains in its system of records detailed information pertaining to each of the specific categories listed in Categories of Individuals. Routine use of the various files enables Personnel to have ready access to applicants for hiring purposes, placement and to aid in assessing the need for employee training and promotion. Necessary information about an individual employee is also provided to other Federal Personnel Offices when a Division employee is under consideration for a position in another Federal Agency. Also, other records carry accrual information that permits annual reviews on an employee's performance. All information is used solely for the purpose for which it was collected which serves as a general internal source bank. The Budget and Fiscal section of the Savings Bonds Division maintains in its record system data pertaining to each of the identifiable categories listed in Categories of Individuals. This information permits the Section to make employee payroll reconciliations, budget forecasts, check and bond issuance verifications, internal audits, prepare earning statements and document payments of employee travel claims. Disclosures may be made to a Congressional Office from the record of an individual in response to an inquiry from the Congressional Office made at the request of that individual. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: All records in Personnel, with the exception of card files, are stored in metal correspondence files, indexed by individual names and numbers. Files are maintained in separate offices according to the nature or content of data. Files are accessible to Personnel employees and are locked at the close of each day. Records pertaining to personal historical data are maintained for two years and are then sent to the Federal Records Center. The records of a less important nature are destroyed after the two-year period. Storage of financial information is maintained on computer printouts supplied by Bureau of the Mint. Time and attendance reports and travel vouchers of employees are stored in separate files and are accessible by name and social security number. All payroll and time and attendance records are retained between audit periods (normally two years) and then destroyed by shredding. Travel vouchers are maintained on file for three years after audit and then sent to the Federal Records Center.

System manager(s) and address: Director of Administration, Department of the Treasury, Savings Bonds Division, 1111 20th Street, N.W., Washington, D.C. 20226.

Notification procedure: Records that are housed by the Savings Bonds Division are not of a nature that would warrant strict guidelines for accessibility. An individual may request access to his record or any information pertaining to him by merely notifying the office or officer in charge. The individual, however, must be under the supervision of a Savings Bonds officer during the entire time he has this information in his possession.

Record access procedures: See System Manager and Notification above.

Contesting record procedures: See System manager and Notification above.

Record source categories: Data accumulated in the record system at Savings Bonds are gathered from the individual and/or from sources directly connected with the employee's appointment.

Systems exempted from certain provisions of the act: Portion of this system are exempted elsewhere in the Federal Register.

Treasury/USSBD 00.002

System name: Savings Bonds Sales Promotion/Volunteer Record System—Treasury/USSBD.

System location: Savings Bonds Division, Department of the Treasury, 1111 20th Street, N.W., Washington, D.C. 20226; and/or Regional and Branch Offices.

Categories of individuals covered by the system: Bond Tellers, Campaign Managers, Campaign Nominees, Committee Volunteer lists and Contacts, General Correspondence, Geographical Chairmen, Governmental Biographical Sketches, Honorary Chairmen, Individual Volunteer Lists, Mailing Lists—General and Labor, Major Corporation Executives, National Panel of Public Relations.

Categories of records in the system: Administrative lists and related detail.

Authority for maintenance of the system: Treasury Department Order No. 13 established the Division of Savings Bonds under the office of the Fiscal Assistant Secretary, April 1941.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Sales Office of the Savings Bonds Division, Department of the Treasury, maintains a nation-wide volunteer sales force that promotes the sale of Savings Bonds. The listing in Category of Individuals describes the type of data that supports this effort. This information provides a means by which the Sales Division may review plans and follow progress of individuals in their sale and promotion of Savings Bonds, supplies, volunteer lists and bios for recruiting, appointing and retiring volunteer leaders. Lists also provide a means of supplying volunteers with Savings Bonds program materials and information, invitations to meetings, special bulletins, letters of progress, sales reports and newsletters. Lists are available only for Savings Bonds purposes. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Mailing lists are accessible to employees and stored on addressograph plates. Other correspondence and materials are filed in the regular correspondence file cabinets and permanently retained.

System manager(s) and address: Deputy National Director, Department of the Treasury, Savings Bonds Division, 1111 20th Street, N.W., Washington, D.C. 20226.

Notification procedure: Records that are housed by the Savings Bonds Division are not of a nature that would warrant strict guidelines for accessibility. An individual may request access to his record or any information pertaining to him by merely notifying the office or officer in charge. The individual, however, must be under the supervision of a Savings Bonds officer during the entire time he has this information in his possession.

Record access procedures: See System Manager and Notification above.

Contesting record procedures: See System Manager and Notification above.

Record source categories: Data accumulated in the record system at Savings Bonds are gathered from the individual and/or from sources directly connected with the volunteer's appointment.

Treasury/USSBD 00.003

System name: Savings Bonds Sales Record System—Treasury/USSBD.

System location: Savings Bonds Division, Department of the Treasury, 1111 20th Street, N.W., Washington, D.C. 20226; and/or Regional Offices.

Categories of individuals covered by the system: Blue Ribbon Target Cards, Blue Ribbon Target Status Control Sheets, Field Call Reports, Itineraries, Net Saver Reports, Payroll Savings Reporting Procedures Forms, Progress Summaries, Time and Attendance Records, Training Reports, Work Plans, State—County Chairmen, State and Volunteer Fund Lists, "Take stock in America" Records, Telephone calls, Volunteer Bio's.

Categories of records in the system: Routine lists and administrative details associated with sales.

Authority for maintenance of the system: Treasury Department Order No. 13 established the Division of Savings Bonds under the office of the Fiscal Assistant Secretary, April 1941.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Sales unit of the Savings Bonds Division houses records of individual sales plans, program plans and regional reports for the purpose of coordinating plans for smoother operation of field work. Final plans are disseminated to field and/or volunteer offices for implementation. For additional routine uses see Appendix AA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Records of this nature are filed in large notebooks and are indexed according to individual names, regions, areas and states. Notebooks are placed on shelves and do not warrant tight security. High priority records are kept for long periods as references, others are destroyed after a two year period.

System manager(s) and address: Director of Sales, Department of the Treasury, Savings Bonds Division, 1111 20th Street, N.W., Washington, D.C. 20226.

Notification procedure: Records that are housed by the Savings Bonds Division are not of a nature that would warrant strict guidelines for accessibility. An individual may request access to his record or any information pertaining to him by merely notifying the office or officer in charge. The individual, however, must be under the supervision of a Savings Bonds officer during the entire time he has this information in his possession.

Record access procedures: See Notification and System Manager.

Contesting record procedures: See Notification and System Manager.

Record source categories: Data accumulated in the sales record system at Savings Bonds are gathered from the individual and/or from sources directly connected with the employee's appointment.

DEPARTMENT OF THE TREASURY APPENDIX ADDITIONAL ROUTINE USES

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record maintained by this agency to carry out its functions may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of license, grant or other benefit, provided that disclosure is compatible with the purpose for which such record was collected.

A record maintained by this agency to carry out its functions may be disclosed as a routine use to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter, provided that disclosure is compatible with the purpose for which such record was collected.

A record maintained by this agency to carry out its functions may be disclosed in response to a court subpoena, to appropriate parties engaged in litigation or in preparation of possible litigation such as potential witnesses for the purpose of securing their testimony when necessary to courts, magistrates or administrative tribunals, to parties and their attorneys for the purpose of proceeding with litigation or settlement of disputes, to individuals seeking information by using established discovery procedures, whether in connection with civil, criminal, or regulatory proceedings.

A record maintained by this agency to carry out its functions which relates to civil and criminal proceedings may be disclosed to the news media in accordance with guidelines contained in 28 C.F.R. 50.2.

A record maintained by this agency to carry out its functions may be disclosed to foreign governments in accordance with formal or informal international agreements.

A record maintained by this agency to carry out its functions may be disclosed to unions recognized under E.O. 11491 when required or relevant to union's duties as exclusive representative under E.O. 11491.

A record maintained by this agency to carry out its functions may be disclosed to third parties during the course of an investigation to the extent necessary to obtain information pertinent to the investigation.

A record maintained by this agency to carry out its functions may be disclosed to a congressional office in response to an inquiry from the congressional office made at the request of the individual to whom the record pertains.

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