

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Department of Defense military or civilian employee sponsored by the Department of Defense, or other persons who have reason to enter the Pentagon for official Department of Defense business, and who therefore require an entry pass.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains name, sponsoring office of the Department of Defense and activities serviced by Washington Headquarters Services (WHS), sex, height, weight, date, place of birth, Social Security Number, race, citizenship, and access investigation completion date, access level, previous pass issuances, authenticating official, total personnel from all sites, and audit counts.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; E.O. 9397 and E.O. 12958.

PURPOSE(S):

This information is used by officials of Security Services, Defense Protective Services, Directorate for Real Estate and Facilities, WHS to maintain a listing of personnel who are authorized a DOD Pentagon Building Pass.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**STORAGE:**

Electronic database.

RETRIEVABILITY:

Electronic database accessible by individual's name, Social Security Number and pass number.

SAFEGUARDS:

Secure room. Building has DoD Police Officers.

RETENTION AND DISPOSAL:

Records of pass holders are maintained as active records for as long as the individual holds a DoD pass. Inactive files consisting of individuals

who have terminated affiliation with DoD and activities serviced by WHS are retained for five years.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Chief, Security Services, Defense Protective Services, Washington Headquarters Services, 1155 Defense Pentagon, Washington DC 20301-1155.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Security Services, Defense Protective Services, Washington Headquarters Services, 1155 Defense Pentagon, Washington DC 20301-1155.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to Security Services, Defense Protective Services, Washington Headquarters Services, 1155 Defense Pentagon, Washington DC 20301-1155.

CONTESTING RECORD PROCEDURES:

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

All data maintained in the system is received voluntarily from individual DOD Pentagon Building Pass Applicants.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 95-21101 Filed 8-25-95; 8:45 am]

BILLING CODE 5000-04-F

Privacy Act of 1974; Notice to Alter a Record System

AGENCY: Office of the Joint Staff, Office of the Secretary of Defense, DOD.

ACTION: Notice to alter a record system.

SUMMARY: The Office of the Joint Staff proposes to alter an existing system of records notice in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The alteration adds an exemption to the existing system of records JS004SECDIV, entitled Joint Staff Security Clearance Files. The exemption will protect the identify of confidential sources under 5 U.S.C. 552a(k)(5), subsections (d)(1) through (d)(5).

DATES: The action will be effective on September 25, 1995, unless comments

are received that would result in a contrary determination.

ADDRESSES: Send comments to OSD Privacy Act Officer, Directives and Records Division, Washington Headquarters Services, Correspondence and Directives, 1155 Defense Pentagon, Washington, DC 20301-1155.

SUPPLEMENTARY INFORMATION: The Office of the Joint Staff, notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the address above.

The Office of the Joint Staff proposes to alter an existing system of records notice in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The alteration adds an exemption to the existing system of records JS004SECDIV, entitled Joint Staff Security Clearance Files. The exemption will protect the identify of confidential sources under 5 U.S.C. 552a(k)(5), subsections (d)(1) through (d)(5).

The altered system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on August 17, 1995, to the Committee on Government Reform and Oversight of the House of Representatives, the Committee on Governmental Affairs of the Senate, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, 'Federal Agency Responsibilities for Maintaining Records About Individuals,' dated July 25, 1994 (59 FR 37906, July 25, 1994).

Dated: August 22, 1995.

Linda M. Bynum,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

JS004SECDIV**SYSTEM NAME:**

Personnel Security File, Security Division, DIRM (*February 22, 1993, 58 FR 10560*).

CHANGES:

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SYSTEM NAME:

Delete entry and replace with 'Joint Staff Security Clearance Files'.

SYSTEM LOCATION:

Delete entry and replace with 'Joint Staff Security Office, Director for Management, 9300 Joint Staff Pentagon, Department of Defense, Washington, DC 20318-9300.'

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete entry and replace with 'Civilian employees of the Joint Chiefs of Staff and the Joint Staff; Military personnel assigned to the Joint Chiefs of Staff and the Joint Staff; contractor personnel on contract with the Joint Staff; experts and consultants serving with or without compensation; individuals who are civilian applicants or military nominees for duty with the Joint Chiefs of Staff or the Joint Staff; all persons who have been authorized a pass for access to restricted areas of the Joint Chiefs of Staff and the Joint Staff.'

CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with 'Individual's Certificate of Security Clearance; security briefing and debriefing statements; materials relating to the adjudication of a security clearance; and other files pertinent to the security clearance and/or access status of an individual.'

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '5 U.S.C. 301 and E.O. 12356, E.O. 10450, E.O. 9397.'

PURPOSE(S):

Delete entry and replace with 'For use by officials of the Joint Staff Security Office to issue the authorization of access to various categories of classified information; to document the issuance, denial, and revocation of security clearances; to document the Joint Staff Clearance Appeal Board's records with respect to appeals of clearance denials and revocations; and, to issue access badges permitting authorized individuals access to restricted areas of the Joint Chiefs of Staff/Joint Staff.'

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Records are maintained for the duration of the individual's employment, assignment, or association with the Joint Chiefs of Staff/Joint Staff. With the exception of adjudication records, indoctrination (briefing), and debriefing records, which are placed in an inactive file and destroyed five years after departure, all other records are destroyed after the individual departs the Joint Chiefs of Staff/Joint Staff.'

SYSTEM MANAGER AND ADDRESS:

Delete entry and replace with 'Joint Staff Security Office, Director for Management, 9300 Joint Staff Pentagon, Department of Defense, Washington, DC 20318-9300.'

NOTIFICATION PROCEDURE:

Replace address starting 'Chief,' with 'Joint Staff Security Office, Director for Management, 9300 Joint Staff Pentagon, Department of Defense, Washington, DC 20318-9300.'

RECORD ACCESS PROCEDURES:

Replace entire entry after 'Chief,' with the following 'Joint Staff Security Office, Director for Management, 9300 Joint Staff, Department of Defense, Pentagon, Washington DC 20318-9300.'

Requesters should provide full name and any former names used, date and place of birth, and Social Security Number.

Requests must be signed and notarized or, if the individual does not have access to notary services, preceded by a signed and dated declaration verifying the identity of the requester, in substantially the following form: *'I certify that the information provided by me is true, complete, and accurate to the best of my knowledge and belief, and this request is made in good faith. I understand that a knowing and willful false, fictitious or fraudulent statement or representation can be punished by fine or imprisonment or both. (Signature).'*

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RECORD SOURCE CATEGORIES:

Delete entry and replace with 'Applications and related forms from the individual; summaries of relevant facts and final determinations by security clearance adjudicators and Joint Staff Clearance Adjudication Board, and correspondence from any source relating to the security clearance and access of any individual affiliated with the Joint Chiefs of Staff or the Joint Staff.'

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Delete entry and replace with 'Parts of this system may be exempt from certain provisions of 5 U.S.C. 552a(k)(5), as applicable.'

An exemption rule for this record system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b) (1), (2), and (3), (c) and (e) and published in 32 CFR part 311. For additional information contact the system manager.'

JS004SECDIV**SYSTEM NAME:**

Joint Staff Security Clearance Files.

SYSTEM LOCATION:

Joint Staff Security Office, Director for Management, 9300 Joint Staff Pentagon, Department of Defense, Washington, DC 20318-9300.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian employees of the Joint Chiefs of Staff and the Joint Staff; Military personnel assigned to the Joint Chiefs of Staff and the Joint Staff; contractor personnel on contract with the Joint Staff; experts and consultants serving with or without compensation; individuals who are civilian applicants or military nominees for duty with the Joint Chiefs of Staff or the Joint Staff; all persons who have been authorized a pass for access to restricted areas of the Joint Chiefs of Staff and the Joint Staff.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's Certificate of Security Clearance; security briefing and debriefing statements; materials relating to the adjudication of a security clearance; and other files pertinent to the security clearance and/or access status of an individual.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and E.O. 12356, E.O. 10450, E.O. 9397.

PURPOSE(S):

For use by officials of the Joint Staff Security Office to issue the authorization of access to various categories of classified information; to document the issuance, denial, and revocation of security clearances; to document the Joint Staff Clearance Appeal Board's records with respect to appeals of clearance denials and revocations; and, to issue access badges permitting authorized individuals access to restricted areas of the Joint Chiefs of Staff/Joint Staff.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of The Joint Staff's compilation of systems of records notices apply to this system.

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 and are accessible only to authorized Security Division personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are maintained for the duration of the individual's employment, assignment, or association with the Joint Chiefs of Staff/Joint Staff. With the exception of adjudication records, indoctrination (briefing), and debriefing records, which are placed in an inactive file and destroyed five years after departure, all other records are destroyed after the individual departs the Joint Chiefs of Staff/Joint Staff.

SYSTEM MANAGER(S) AND ADDRESS:

Joint Staff Security Office, Director for Management, 9300 Joint Staff Pentagon, Department of Defense, Washington, DC 20318-9300.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Joint Staff Security Office, Director for Management, 9300 Joint Staff Pentagon, Department of Defense, Washington, DC 20318-9300.'

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Joint Staff Security Office, Director for Management, 9300 Joint Staff Pentagon, Department of Defense, Washington, DC 20318-9300.

Requesters should provide full name and any former names used, date and place of birth, and Social Security Number.

Requests must be signed and notarized or, if the individual does not have access to notary services, preceded by a signed and dated declaration verifying the identity of the requester, in substantially the following form: *'I certify that the information provided by me is true, complete, and accurate to the best of my knowledge and belief, and this request is made in good faith. I understand that a knowing and willful false, fictitious or fraudulent statement or representation can be punished by fine or imprisonment or both. (Signature).'*

CONTESTING RECORD PROCEDURES:

The Joint Staff's rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative

Instruction 81; Joint Administrative Instruction 2530.09; 32 CFR part 313; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Applications and related forms from the individual; summaries of relevant facts and final determinations by security clearance adjudicators and Joint Staff Clearance Adjudication Board, and correspondence from any source relating to the security clearance and access of any individual affiliated with the Joint Chiefs of Staff or the Joint Staff.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

Portions of this system of records may be exempt from provisions of the Privacy Act pursuant to 5 U.S.C. 552a(k)(5), as applicable.

An exemption rule for this record system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b) (1), (2), and (3), (c) and (e) and published in 32 CFR part 311. For additional information contact the system manager.

[FR Doc. 95-21192 Filed 8-24-95; 8:45 am]

BILLING CODE 5000-04-F

Privacy Act of 1974; Add Systems of Records

AGENCY: Department of Defense.

ACTION: Add systems of records.

SUMMARY: The Office of the Secretary of Defense is proposing to add two systems of records notices to its inventory of Privacy Act systems of records notices subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The additions are effective September 25, 1995, unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the OSD Privacy Act Officer, Washington Headquarter Services, Correspondence and Directives Division, Records Management Division, 1155 Defense Pentagon, Room 5C315, Washington, DC 20301-1155.

FOR FURTHER INFORMATION CONTACT: Mr. Dan Cragg at (703) 695-0970.

SUPPLEMENTARY INFORMATION: The Office of the Secretary of Defense systems of records notices subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The proposed systems reports, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, were submitted on August 17, 1995, to the

Committee on Government Reform and Oversight of the House of Representatives, the Committee on Governmental Affairs of the Senate, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, 'Federal Agency Responsibilities for Maintaining Records About Individuals,' dated July 25, 1994 (59 FR 37906, July 25, 1994).

Dated: August 22, 1995.

Patricia L. Toppings,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

DGC 18**SYSTEM NAME:**

DoD Roster of Mediators.

SYSTEM LOCATION:

Office of Alternative Dispute Resolution, Defense Legal Services Agency, Defense Office of Hearings and Appeals, 4015 Wilson Boulevard, Suite 300, Ballston Tower III, Arlington, VA 22203-1995.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have mediation training and/or experience who agree to act as a mediator in labor-management disputes involving the Department of Defense.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of background data regarding the experience and training of persons who are or wish to be mediators. For individuals who are used as mediators, the files contain evaluations submitted by the parties to the dispute commenting upon the effectiveness of the mediator and or the mediation process.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 140, General Counsel of the Department of Defense.

PURPOSE(S):

Information is collected and maintained about individuals who have volunteered to serve as mediators for DoD employment-related disputes. Records are reviewed by all parties to the mediation in advance of the appointment of a mediator to evaluate information about a mediator's experience, training, and resolution of other cases.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C.