

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.

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:

To labor organizations who are parties to an employment dispute involving the Department of Defense.

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:

Hard copy files are maintained in file cabinets and computer files on magnetic or optical media. All are stored in a secure area.

RETRIEVABILITY:

Files are retrieved by the last name of the mediator, by geographic availability of a mediator, and by type of subject matter expertise of a mediator.

SAFEGUARDS:

Files are maintained in a secure area under the direct control of Office of Alternative Dispute Resolution personnel during duty hours. Office is locked and building employs Security guards during non-duty hours. Access is restricted to those personnel maintaining the files and to potential users of the information. Access to the electronic portion of the system is controlled by user passwords that are periodically changed.

RETENTION AND DISPOSAL:

Files are maintained for as long as the individual actively provides mediation services. Upon a person's withdrawal or upon nonavailability of a mediator, files pertaining to that mediator are purged from the record system.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Alternative Dispute Resolution, Defense Legal Services Agency, Defense Office of Hearings and Appeals, Post Office Box 3656, Arlington, VA 22203-1995.

NOTIFICATION PROCEDURES:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Office of Alternative Dispute Resolution, Defense Legal Services Agency, Defense Office of Hearings and Appeals, Post Office Box 3656, Arlington, VA 22203-1995.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained

in this system should address written inquiries to: Office of Alternative Dispute Resolution, Defense Legal Services Agency, Defense Office of Hearings and Appeals, Post Office Box 3656, Arlington, VA 22203-1995.

CONTESTING RECORDS AND 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:

Mediator qualification and experience information and evaluations by parties of a dispute of the effectiveness of the mediation efforts.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

DSMC 07

SYSTEM NAME:

DSMC Library and Learning Resource Center.

SYSTEM LOCATIONS:

Library, Defense Systems Management College (DSMC), Fort Belvoir, VA 22060-5565; and Learning Resource Center, Defense Systems Management College (DSMC), Fort Belvoir, VA 22060-5565.

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:

Records include individual's name, Social Security Number, class, service, and class section.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136 and E.O. 9397.

PURPOSE(S):

Used to collect borrower's identifying information to maintain accountability when an individual borrows materials from the Library and/or the Learning Resource Center.

ROUTINE USES OF RECORDS MAINTAINED IN THIS 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:

Files are maintained on electronic storage devices on a PC network.

RETRIEVABILITY:

Information is accessed by individual's name or Social Security Number.

SAFEGUARDS:

Building is locked during nonbusiness hours. File storage is on computer fixed disks accessible only to authorized staff using valid log-in and password controls.

RETENTION AND DISPOSAL:

Files are retained for one year after individual transfers, separates or retires; then are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Human Resources and Administration, Defense Systems Management College, Fort Belvoir, VA 22060-5565.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Commandant, Defense Systems Management College, ATTN: DCOS-HR, Fort Belvoir, VA 22060-5565.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written requests to the Commandant, Defense Systems Management College, ATTN: DCOS-HR, Fort Belvoir, VA 22060-5565.

The request should contain the individual's full name, Social Security Number and current address.

CONTESTING RECORD PROCEDURES:

The OSD's 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 information included in the system is provided by the DSMC Registrar's Office.

EXEMPTIONS CLAIMED UNDER THIS SYSTEM:

None.

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