

Office officials generally have access only to records pertaining to employees of their offices. Paper or micro format records are maintained in locked metal file cabinets in secured rooms. Electronic records are maintained with safeguards meeting the security requirements of 43 CFR 2.51.

**RETENTION AND DISPOSAL:**

The records contained in this system of records have varying retention periods as described in General Records Schedule 2, (which you can find at <http://www.nara.gov>), issued by the Archivist of the United States, and are disposed of in accordance with the National Archives and Records Administration Regulations, 36 CFR part 1228 et seq.

**SYSTEM MANAGER(S) AND ADDRESS:**

The following system manager is responsible for the payroll records contained in the Department's integrated Federal Personnel Payroll System (FPPS). Personnel records contained in the system fall under the jurisdiction of the Office of Personnel Management as prescribed in 5 CFR part 253 and 5 CFR part 297: Chief, FPPS Management Division, National Business Center, U.S. Department of the Interior, 7301 West Mansfield Avenue, Denver, CO 80235-2230.

**NOTIFICATION PROCEDURES:**

Inquiries regarding the existence of records should be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

**RECORDS ACCESS PROCEDURES:**

A request for access may be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

**CONTESTING RECORDS PROCEDURES:**

A petition for amendment should be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained, official personnel records of individuals on whom the records are maintained, supervisors, timekeepers, previous employers, and the Internal Revenue Service.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF THE INTERIOR****Office of the Secretary****Privacy Act of 1974; As Amended; Revisions to an Existing System of Records**

**AGENCY:** Office of the Secretary, Department of the Interior.

**ACTION:** Proposed revisions to an existing system of records.

**SUMMARY:** In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-76, "Employee Experience, Skills, Performance, Training, and Career Development Records." The revisions will update the name and number of the system and the address of the system locations and system managers.

**EFFECTIVE DATE:** These actions will be effective May 18, 1999.

**FOR FURTHER INFORMATION CONTACT:** Team Leader, Executive Resources and Career Management Group, Office of Personnel Policy, U.S. Department of the Interior, 1849 C Street NW, MS-5221 MIB, Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** The Department of the Interior is proposing to amend the system notice for OS-76, "Employee Experience, Skills, Performance, Training, and Career Development Records," to update the name and number of the system to more accurately reflect its Department-wide scope, and to update the address of the system locations and system managers to reflect changes that have occurred since the notice was last published. Accordingly, the Department of the Interior proposes to amend the "Employee Experience, Skills, Performance, Training, and Career Development Records," OS-76, system notice in its entirety to read as follows:

**Sue Ellen Sloca,**

*Office of the Secretary Privacy Act Officer,  
National Business Center.*

**INTERIOR /DOI-76****SYSTEM NAME:**

Employee Training and Career Development Records—Interior, DOI—76.

**SYSTEM LOCATION:**

(1) Office of Personnel Policy, U.S. Department of the Interior, 1849 C Street NW, MS-5221 MIB, Washington, DC 20240.

(2) Bureau personnel offices:  
(a) Bureau of Indian Affairs, Division of Personnel Management, 1951

Constitution Avenue NW, Washington, DC 20245.

(b) U.S. Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, VA 22092.

(c) U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 1849 C Street NW, Washington, DC 20240.

(d) Bureau of Reclamation, P.O. Box 25001, Denver, CO 80225.

(e) Bureau of Land Management, Division of Personnel (530), 1849 C Street NW, Washington, DC 20240.

(f) National Park Service, Division of Personnel, Branch of Labor Management Relations, 1849 C Street NW, Washington, DC 20240.

(g) Minerals Management Service, Personnel Division, 1110 Herndon Parkway, Herndon, VA 22070.

(h) Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue NW, Washington, DC 20245.

(3) For Contracting Officers' Warrant System records:

(a) Office of Acquisition and Property Management, U.S. Department of the Interior, 1849 C Street NW, MS-5512 MIB, Washington, DC 20240.

(b) Each bureau's central contracting office. (For a list of these, contact the Office of Acquisition and Property Management or consult the Department of the Interior's Internet site at <http://www.doi.gov/pam/acqsites.html>.)

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Current employees of the Department of the Interior.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name of employee; date of birth; Social Security number; office address and phone number; service computation date; physical limitations or interests which might affect type of location of assignment; career interests; education history; work or skills experience; availability for geographic relocation; outside activities including membership in professional organizations; listing of special qualifications; licenses and certificates held; listing of honors and awards; career goals and objectives; training completed; annual supervisory evaluation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 1302, 2951, 4118, 4308, 4506, 3101; 43 U.S.C. 1457; Reorganization Plan 3 of 1950; E.O. 10561, E.O. 12352.

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

The primary uses of the records are:  
(a) By bureau officials for purposes of review in connection with transfers,

promotions, reassignments, adverse actions, disciplinary actions, and determination of qualifications of an individual.

(b) By bureau officials for setting out career goals and objectives for an employee and for documenting attainment of these targets.

(c) By bureau and Departmental officials in monitoring qualifications for maintaining a Contracting Officer's Warrant.

Disclosures outside the Department of the Interior may be made:

(1) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body with jurisdiction when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled.

(2) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation of or for enforcing or implementing a statute, rule, regulation, order or license, when the disclosing agency becomes aware of a violation or potential violation of a statute, rule, regulation, order or license.

(3) To a congressional office in response to an inquiry an individual has made to the congressional office.

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

**STORAGE:**

Paper records are stored in file folders, in file cabinets. Electronic records are stored on disk, tape or other appropriate media.

**RETRIEVABILITY:**

Records are retrieved by name of individual.

**SAFEGUARDS:**

Access to records is limited to authorized personnel. Paper records are maintained in locked file cabinets. Electronic records are maintained with safeguards meeting minimum security requirements of 43 CFR 2.51.

**RETENTION AND DISPOSAL:**

Records are maintained only on current employees. Records are destroyed upon departure of employees.

**SYSTEM MANAGER(S) AND ADDRESSES:**

(1) Team Leader, Executive Resources and Career Management Group, Office of Personnel Policy, U.S. Department of the Interior, 1849 C Street NW, MS-5221 MIB, Washington, DC 20240.

(2) Bureau personnel officers:

(a) Director of Administration, Bureau of Indian Affairs, Division of Personnel Management, 1951 Constitution Avenue NW, Washington, DC 20245.

(b) Personnel Officer, U.S. Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, VA 22092.

(c) Personnel Officer, U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 1849 C Street NW, Washington, DC 20240.

(d) Labor Relations Officer, Bureau of Reclamation, P.O. Box 25001, Denver, CO 80225.

(e) Personnel Officer, Bureau of Land Management, Division of Personnel (530), 1849 C Street NW, Washington, DC 20240.

(f) Personnel Officer, National Park Service, Division of Personnel, Branch of Labor Management Relations, 1849 C Street NW, Washington, DC 20240.

(g) Personnel Officer, Minerals Management Service, Personnel Division, 1110 Herndon Parkway, Herndon, VA 22070.

(h) Personnel Officer, Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue NW, Washington, DC 20245.

(3) For Contracting Officers' Warrant System records: Director, Office of Acquisition and Property Management, U.S. Department of the Interior, 1849 C Street NW, MS-5512 MIB, Washington, DC 20240.

**NOTIFICATION PROCEDURES:**

An individual requesting notification of the existence of records on him or her should address his/her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.60.

**RECORD ACCESS PROCEDURES:**

An individual requesting access to records maintained on him or her should address his/her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the requirements of 43 CFR 2.63.

**CONTESTING RECORD PROCEDURES:**

An individual requesting amendment of a record maintained on him or her should address his/her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.71.

**RECORD SOURCE CATEGORIES:**

Departmental employees and agency officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF THE INTERIOR**

**Bureau of Reclamation**

**Fish and Wildlife Service**

**Multi-Species Conservation Program (MSCP) for the Lower Colorado River, Arizona, Nevada, and California**

**ACTION:** Notice of Intent to prepare an Environmental Impact Statement (EIS)/ Environmental Impact Report (EIR) and notice of public scoping meetings.

**SUMMARY:** Pursuant to the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA), Bureau of Reclamation (Reclamation), Fish and Wildlife Service (Service), and the Metropolitan Water District of Southern California, intend to prepare an EIS/EIR to evaluate the impacts associated with implementing the MSCP for the Lower Colorado River in the states of Arizona, Nevada, and California.

**DATES AND ADDRESSES:** Written comments on conservation alternatives and issues to be addressed in the EIS/EIR are requested by July 27, 1999, and should be sent to Mr. Tom Shrader, Attention: LC-2500, Bureau of Reclamation, PO Box 61470, Boulder City, NV 89006-1470, or FAX'd to Mr. Shrader at (702) 293-8146. Oral and written comments will be accepted at the open house format public scoping meetings to be held at the following locations:

June 15, 1999, 5:00 p.m., Bureau of Land Management Havasu Field Office, 2610 Sweetwater Drive, Lake Havasu City, Arizona.

June 16, 1999, 5:00 p.m., Avi Hotel and Casino, 10000 Aha Macav Parkway, Laughlin, Nevada.

June 17, 1999, 5:00 p.m., Henderson Convention Center, 200 South Water Street, Henderson, Nevada.

June 22, 1999, 5:00 p.m., Yuma Desalting Plant, Bureau of Reclamation, 7301 Calle Agua Salada, Yuma, Arizona.

June 23, 1999, 5:00 p.m., Arizona Department of Water Resources, conference rooms A and B, third floor, 500 North 3rd Street, Phoenix, Arizona.