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

STORAGE:

Paper records in file folder and on electronic storage media.

RETRIEVABILITY:

Retrieved by individual's name.

SAFEGUARDS:

Paper and electronic records are stored in locked filing cabinets and stored in a limited access area. Building is lock and guarded during non-duty hours. Only those individuals with a need-to-know access the records. Access to computer records are password protected.

RETENTION AND DISPOSAL:

Paper records and computer disks are to be retained until completion of the overall validation process and data analysis, and then destroyed. When badge and credentials are turned in, records are destroyed 3 months after turn in.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Security, Office of the Chief of Staff, Office of the Inspector General of the Department of Defense, 400 Army Navy Drive, Arlington, VA 22202–4704.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address a written request to the Chief, Freedom of Information Act/Privacy Act Office, 400 Army Navy Drive, Arlington, VA 22202–4704.

Written request should contain the individual's full name, current address, telephone number, and the request must be signed.

RECORD ACCESS PROCEDURES:

Individuals seeking to access information about themselves contained in this system of records should address a written request to the Chief, Freedom of Information Act/Privacy Act Office, 400 Army Navy Drive, Arlington, VA 22202–4704.

Written request should contain the individual's full name, current address, telephone number, and the request must be signed.

CONTESTING RECORD PROCEDURES:

The OIG's rules for accessing records and for contesting contents and appealing initial agency determinations are published in 32 CFR part 312 or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is obtained from individual, personnel records and issued badge and credentials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 03–25851 Filed 10–10–03; 8:45 am]

BILLING CODE 5001–08–P

DEPARTMENT OF DEFENSE

United States Marine Corps; Privacy Act of 1974; System of Records

AGENCY: United States Marine Corps, DoD.

ACTION: Notice to add a records system.

SUMMARY: The U.S. Marine Corps is adding a system of records notice from its inventory of records systems subject to the Privacy Act of 1974, as amended (5 U.S.C. 552a).

DATES: The addition will be effective on (insert date thirty days after date published in the **Federal Register**) unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to Headquarters, U.S. Marine Corps, FOIA/PA Section (CMC-ARSE), 2 Navy Annex, Room 1005, Washington, DC 20380–1775.

FOR FURTHER INFORMATION CONTACT: Ms. Tracy D. Ross at (703) 614–4008.

SUPPLEMENTARY INFORMATION: The U.S. Marine Corps' records system notices for records systems 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 system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on October 1, 2003, to the House Committee on Government Reform, the Senate Committee on Governmental Affairs, 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 February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated: October 6, 2003.

Patricia Toppings,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

M01754–4

SYSTEM NAME:

Marine For Life Program.

SYSTEM LOCATION:

Primary Location: Marine For Life Program, Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs Department, Reserve Affairs Division, 3280 Russell Road, Quantico, VA 22134–5103.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Honorably discharged Marines seeking assistance transitioning to civilian life.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, rank/grade, Social Security Number, date of birth, home of record, current address/contact information, duty status, component code, sex, security investigation date/type, separation document code, education, enlistment contract details (EAS, ECC, EOS), training information to include military occupational specialties, and related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C., Chapter 58, Benefits and services for members being separated or recently separated; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PURPOSE(S):

To provide transition assistance and sponsorship for Marines who honorably leave active service and return to civilian life. Information will also be used to monitor the type and quality of services provided to transitioning Marines.

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 DoD 'Blanket Routine Uses' set forth at the beginning of the Marine Corps' 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:

Automated records are stored on computer hard drives and computer disks.

RETRIEVABILITY:

Information is retrieved by the transitioning Marine's name and/or Social Security Number.

SAFEGUARDS:

Computer facilities are located in restricted areas accessible only by authorized persons who are properly screened, cleared, and trained. Database records are password protected. Access is restricted to the transitioning Marine (record subject) and to authorized Agency personnel who have established an official need-to-know. Based on user profiles, there are different levels of access. No one, other than Marine For Life personnel, has access to any information not ''unlocked'' by the record subject. All users can see ''unlocked'' information. Full access to information maintained in the database is available only to authorized Agency personnel with established official need-to-know.

RETENTION AND DISPOSAL:

Records are maintained while the transitioning Marine is in service and for a period of 11 months after separation.

SYSTEM MANAGER(S) AND ADDRESS:

Branch Head, Marine For Life Program, Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs Department, Reserve Affairs Division, 3280 Russell Road, Quantico, VA 22134–5103.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should either log onto the web database at *http://www.marineforlife.com* or address written inquiries to Branch Head, Marine For Life Program, Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs Department, Reserve Affairs Division, 3280 Russell Road, Quantico, VA 22134–5103.

Written requests must be signed and contain the transitioning Marine's full name and Social Security Number.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should either log onto the web database at *http://www.marineforlife.com* or address written inquiries to Branch Head, Marine For Life Program, Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs Department, Reserve Affairs Division, 3280 Russell Road, Quantico, VA 22134–5103.

Written requests must be signed and contain the transitioning Marine's full name and Social Security Number.

CONTESTING RECORD PROCEDURES:

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Transitioning Marines and the Marine Corps Total Force System database.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 03–25854 Filed 10–10–03; 8:45 am]

BILLING CODE 5001–08–P

DEPARTMENT OF DEFENSE

Department of the Air Force

Privacy Act of 1974; System of Records

AGENCY: Department of the Air Force, DoD.

ACTION: Notice to add a record system.

SUMMARY: The Department of the Air Force proposes to add a system of records notice to its inventory of records systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The actions will be effective on November 13, 2003 unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the Air Force FOIA/Privacy Manager, AF–CIO/P, 1155 Air Force Pentagon, Washington, DC 20330–1155.

FOR FURTHER INFORMATION CONTACT: Mrs. Anne P. Rollins at (703) 601–4043.

SUPPLEMENTARY INFORMATION: The Department of the Air Force's record system notices for records systems 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 system report, as required by 5 U.S.C. 522a(r) of the Privacy Act of 1974, as amended, was submitted on September 23, 2003, to the House Committee on Government Reform, the Senate Committee on Governmental Affairs, 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 February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated: September 30, 2003.

Patricia Toppings,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

F065 AF A

SYSTEM NAME:

Time and Attendance Feeder Records.

SYSTEM LOCATION:

Organizational elements of the Department of the Air Force, and headquarters of Combatant Commands for which Air Force is executive agent. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Personnel assigned to the Air Force and Combatant Commands under the auspices of the Department of the Air Force.

CATEGORIES OF RECORDS IN THE SYSTEM:

Time and attendance data and labor distribution data that includes name, Social Security Number, work location, job order number, task orders, leave accrual data, occupational series, grade, pay period identification, time card certification information, special pay categories, work schedule, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 8013, Secretary of the Air Force and E.O. 9397 (SSN).

PURPOSE(S):

To track time and attendance and labor distribution data for management and manpower decision support and for financial purposes.

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 DoD 'Blanket Routine Uses' published at the beginning of the Air Force'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:

Maintained in file folders, in computers and on computer output products.