

The information may be supplied to state or professional organizations, such as the National Association of State Directors of Teacher Education and Certification (NASDTEC), with whom the DoDEA has reciprocal agreements affecting certificates issued or revoked by the respective systems.

Records may be disclosed to educational accrediting institutions and organizations during review of a school or schools and North Central Association of Colleges and Schools (NCA), one of six regional accrediting associations in the United States, which accredits DoDEA schools.

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

STORAGE:

Paper records are stored in file folders and electronic information in data bases.

RETRIEVABILITY:

The files are indexed by the educator's full name and Social Security Number.

SAFEGUARDS:

Paper records and automated records are maintained in files which are accessible only to authorized personnel. The offices are secured during non-business hours. Access to automated data files is controlled by a user ID and password system.

RETENTION AND DISPOSAL:

Records are maintained for the current as well as the upcoming certification cycles. Records for an expired certification cycle are retained for 3 years; then they are destroyed. If a teacher leaves the system, except in the case of an educator who is participating in the DoDEA Administrative Re-employment Rights Program, the file is maintained for three years following the current expiration date of the certificate.

SYSTEM MANAGER(S) AND ADDRESS:

Human Resources Director, Human Resources Regional Service Center, Department of Defense Education Activity, Department of Defense Education Activity, 4040 North Fairfax Drive, Arlington, VA 22203-1634.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Privacy Act Officer, Department of Defense Education Activity, 4040 North Fairfax Drive, Arlington, VA 22203-1635.

The request should include the educator's full name, Social Security Number, and be signed. Former employees must also include dates and places of employment.

RECORD ACCESS PROCEDURES:

Individuals seeking to access information about themselves contained in this system should address written requests to the Privacy Act Officer, Department of Defense Education Activity, 4040 North Fairfax Drive, Arlington, VA 22203-1635.

The request should include the educator's full name, Social Security Number, and be signed. Former employees must also include dates and places of employment.

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:

Information is obtained from the individuals concerned.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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DEPARTMENT OF DEFENSE

Office of the Secretary

[DOD-2006-OS-0067]

Privacy Act of 1974; System of Records

AGENCY: Office of the Secretary, DoD.

ACTION: Notice to delete systems of records.

SUMMARY: The Office of the Secretary of Defense is deleting a system of records notice from its existing inventory of records systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

DATES: This proposed action will be effective without further notice on May 22, 2006 unless comments are received which result in a contrary determination.

ADDRESSES: OSD Privacy Act Coordinator, Records Management Section, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

FOR FURTHER INFORMATION CONTACT: Ms. Juanita Irvin at (703) 696-4940.

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 specific changes to the records system being amended are set forth below followed by the notice, as amended, published in its entirety. The proposed amendments are not within the purview of subsection (r) of the Privacy Act of 1974, (5 U.S.C. 552a), as amended, which requires the submission of a new or altered system report.

Dated: April 17, 2006.

L.M. Bynum,

*OSD Federal Register Liaison Officer,
Department of Defense.*

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SYSTEM NAME:

DoD Domestic and Elementary School Employee File (May 9, 2003, 68 FR 24935).

Reason: The records contained in this system of records are covered by OPM/GOVT-1 (General Personnel Records), a government wide system notice.

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DEPARTMENT OF DEFENSE

Office of the Secretary

[DOD-2006-OS-0066]

Privacy Act of 1974; System of Records

AGENCY: Office of the Secretary, DoD.

ACTION: Notice to add a system of records.

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

DATES: The changes will be effective on May 22, 2006 unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to OSD Privacy Act Coordinator, Records Management Section, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

FOR FURTHER INFORMATION CONTACT: Ms. Juanita Irvin at (703) 696-4940.

SUPPLEMENTARY INFORMATION: The Office of the Secretary of Defense notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended,