

*Dod Clearance Officer:* Mr. William Pearce.

Written requests for copies of the information collection proposal should be sent to Mr. Pearce, WHS/DIOR, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302.

Dated: August 30, 1996.

Patricia L. Toppings,

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

[FR Doc. 96-22861 Filed 9-6-96; 8:45 am]

BILLING CODE 5000-04-M

### Public Information Collection Requirement Submitted to the Office of Management and Budget (OMB) for Review

**ACTION:** Notice.

The Department of Defense has submitted to OMB for clearance, the following proposal for collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. Chapter 35).

*Title, Applicable Form, and OMB Control Number:* Professional Qualification, Medical and Peer Reviewers; CHAMPUS Form 780; OMB Number 0720-0005.

*Type of Request:* Reinstatement, without change.

*Number of Respondents:* 20.

*Responses Per Respondent:* 1.

*Annual Responses:* 20.

*Average Burden Per Response:* 30 minutes.

*Annual Burden Hours:* 10.

*Needs and Uses:* The information collected hereby, is used as evidence of the qualifications of the medical professionals who provide medical and peer review in the CHAMPUS appeal and hearing process. Respondents to this information collection are the reviewing medical professionals, and the information provided is maintained in the respective appeal or hearing case file.

*Affected Public:* Business of other for-profit; Individuals or households.

*Frequency:* On occasion.

*Respondent's Obligation:* Voluntary.

*OMB Desk Officer:* Ms. Allison Eydt.

Written comments and recommendations on the proposed information collection should be sent to Ms. Eydt at the Office of Management and Budget, Desk Officer to DoD, Room 10235, New Executive Office Building, Washington, DC 20503.

*DOD Clearance Officer:* Mr. William Pearce.

Written requests for copies of the information collection proposal should be sent to Mr. Pearce, WHS/DIOR, 1215

Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302.

Dated: September 3, 1996.

Patricia L. Toppings,

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

[FR Doc. 96-22863 Filed 9-6-96; 8:45 am]

BILLING CODE 5000-04-M

### Department of the Navy

#### Privacy Act of 1974; Amend Record Systems

**AGENCY:** Department of the Navy, DOD.

**ACTION:** Amend Record Systems.

**SUMMARY:** The Department of the Navy proposes to amend twenty systems of records notice in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

**DATES:** The amendments will be effective on October 9, 1996, unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to the Department of the Navy, PA/FOIA Policy Branch, Chief of Naval Operations (N09B30), 2000 Navy Pentagon, Washington, DC 20350-2000.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Doris Lama at (202) 685-6545 or DSN 325-6545.

**SUPPLEMENTARY INFORMATION:** The Department of the Navy'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 Department of the Navy proposes to amend twenty systems of records notice in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

The specific changes to the system of records are set forth below followed by the system of records notice published in its entirety, as amended. The 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 new or altered systems reports.

Dated: August 30, 1996.

Patricia L. Toppings,

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

**N01070-3**

**SYSTEM NAME:**

Navy Personnel Records System  
(September 29, 1994, 59 FR 49648).

#### CHANGES:

\* \* \* \* \*

#### RETENTION AND DISPOSAL:

At end of entry add 'An exception is made for copies of officer fitness reports, enlisted evaluations, and officer and enlisted counseling forms which may be maintained by the member's commanding officer or command for a period not to exceed five years.'

\* \* \* \* \*

**N01070-3**

**SYSTEM NAME:**

Navy Personnel Records System.

**SYSTEM LOCATION:**

Active duty records are located at the Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001; Naval Reserve Personnel Center, New Orleans, LA 70149-7800; and local activity to which individual is assigned. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

Secondary systems are located at the Department of the Navy Activities in the chain of command between the local activity and the headquarters level; Federal Records Storage Centers; National Archives. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

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

All Navy military personnel: officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, and Naval Reserve Officer Training Corps personnel.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel service jackets and service records, correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, promotion, advancement, performance, recruiting, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, discipline and administration of naval personnel.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

**PURPOSE(S):**

To assist officials and employees of the Navy in the management, supervision and administration of Navy personnel (officer and enlisted) and the operations of related personnel affairs and functions.

**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:

To officials and employees of the National Research Council in Cooperative Studies of the National History of Disease; of Prognosis and of Epidemiology. Each study in which the records of members and former members of the naval service are used must be approved by the Chief of Naval Personnel.

To officials and employees of the Department of Health and Human Services, Department of Veteran Affairs, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

To officials and employees of the Department of Veteran Affairs in the performance of their duties relating to approved research projects.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties relating to the assistance of the members and their dependents and relatives, or related to assistance previously furnished such individuals, without regard to whether the individual assisted or his/her sponsor continues to be a member of the Navy.

To duly appointed Family Ombudsmen in the performance of their duties related to the assistance of the members and their families.

To state and local agencies in the performance of their official duties related to verification of status for determination of eligibility for Veterans Bonuses and other benefits and entitlements.

To officials and employees of the Office of the Sergeant at Arms of the United States House of Representatives in the performance of their official duties related to the verification of the active duty naval service of Members of Congress.

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces information as to last known residential or home of record address

may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual the United States Government will be liable for the losses the facility may incur.

To federal, state, local, and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

Information relating to professional qualifications of chaplains may be provided to civilian certification boards and committees, including, but not limited to, state and federal licensing authorities and ecclesiastical endorsing organizations.

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of system of record notices also apply to this system.

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

Automated records may be stored on magnetic tapes, disc, and drums. Manual records may be stored in paper file folders, microfiche or microfilm.

**RETRIEVABILITY:**

Automated records may be retrieved by name and Social Security Number. Manual records may be retrieved by name, Social Security Number, enlisted service number, or officer file number.

**SAFEGUARDS:**

Computer facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need-to-know.

**RETENTION AND DISPOSAL:**

Records are retained one year past retirement, removal, or resignation of the member and then transferred to the National Personnel Records Center (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5101 for permanent retention. An exception is made for copies of officer fitness reports, enlisted evaluations, and officer and enlisted counseling forms which may be maintained by the member's commanding officer or command for a period not to exceed five years.

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

Chief of Naval Personnel (Pers 06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001; Commanding Officers, Officers in Charge, and Heads of Department of the Navy activities. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief of Naval Personnel (Pers 06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, or contact the personnel officer where assigned. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

The letter should contain full name, Social Security Number (and/or enlisted service number/officer file number), rank/rate, designator, military status, address, and signature of the requester.

The individual may visit the Chief of Naval Personnel, Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief of Naval Personnel (Pers 06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, or contact the personnel officer where assigned. Official mailing addresses are published as an appendix to the Navy's compilation of system of records notices.

The letter should contain full name, Social Security Number (and/or enlisted service number/officer file number), rank/rate, designator, military status, address, and signature of the requester.

The individual may visit the Chief of Naval Personnel (Pers 06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons

having such cards, or other picture-bearing identification.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Correspondence; educational institutions; federal, state, and local court documents; civilian and military investigatory reports; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

**N01080-1**

#### SYSTEM NAME:

Enlisted Master File Automated System (*February 22, 1993, 58 FR 10705*).

\* \* \* \* \*

#### SYSTEM LOCATION:

Delete entry and replace with 'Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001;

Enlisted Personnel Management Information Center, New Orleans, LA 70159-7800;

Naval Reserve Personnel Center, New Orleans, LA 70149-7800.'

\* \* \* \* \*

#### RETENTION AND DISPOSAL:

Delete entry and replace with 'Permanent. Annually transferred to the National Archives under Group 24, Records of the Bureau of Naval Personnel.'

\* \* \* \* \*

**N01080-1**

#### SYSTEM NAME:

Enlisted Master File Automated System.

#### SYSTEM LOCATION:

Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001;

Enlisted Personnel Management Information Center, New Orleans, LA 70159-7800;

Naval Reserve Personnel Center, New Orleans, LA 70149-7800.

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

All Navy enlisted personnel: active and inactive.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

System contains information related to enlisted assignment, planning, programming, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and enlisted reserve drill data. The system also contains Activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill reports, and other personnel transaction documents necessary to maintain file accuracy and currency; and, all computer extracts, microform, and printed reports.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

#### PURPOSE(S):

To assist in the administration, management, and supervision of Navy enlisted personnel and the operation of personnel affairs and functions.

#### 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' that appear at the beginning of the Navy's compilation of system of record 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 magnetic tapes, disks, and drums. Printed reports and other related documents supporting the system are stored in authorized areas only.

##### RETRIEVABILITY:

Name and Social Security Number.

##### SAFEGUARDS:

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure that may result in harm, embarrassment, inconvenience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers,

enlisted management, placement, and distributing personnel who are directed to respond to valid official requests for data. These accesses are controlled and monitored by the security system.

#### RETENTION AND DISPOSAL:

Permanent. Annually transferred to the National Archives under Group 24, Records of the Bureau of Naval Personnel.

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

Chief of Naval Personnel, Navy Department, Washington, DC 20370-5000.

#### NOTIFICATION PROCEDURE:

Active duty enlisted personnel seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief of Naval Personnel (Pers 06), 2 Navy Annex, Washington, DC 20370-5001.

Inactive duty and reserve personnel seeking to determine whether this system of records contains information about themselves shall address written inquiries to the Commanding Officer, Naval Reserve Personnel Center (ATTN: Privacy Act Coordinator), New Orleans, LA 70149-7800.

Written request should contain full name, Social Security Number, rank, status, and signature of requester.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief of Naval Personnel (Pers 06), 2 Navy Annex, Washington, DC 20370-5001.

Inactive duty and reserve personnel seeking to determine whether this system of records contains information about themselves shall address written inquiries to the Commanding Officer, Naval Reserve Personnel Center (ATTN: Privacy Act Coordinator), New Orleans, LA 70149-7800.

Written request should contain full name, Social Security Number, rank, status, and signature of requester.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR Part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Official records, correspondence, and educational institutions.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

**N01531-1****SYSTEM NAME:**

USNA Applicants, Candidates, and Midshipmen Records (*September 20, 1993, 58 FR 48855*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'U.S. Naval Academy, 117 Decatur Road, Annapolis, MD 21402-5017.

\* \* \* \* \*

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Add new paragraph 'Midshipmen separation files; midshipmen military justice files; midshipmen JAGMAN investigations; midshipmen personnel claim files; and midshipmen honor records.'

\* \* \* \* \*

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

Replace second paragraph with 'Parents and legal guardians of midshipmen for the limited purpose of counseling midshipmen who encounter academic, performance and/or disciplinary difficulties, as well as health and welfare issues.

At the end of the fourth paragraph, add the following, 'and for the purpose of supporting its activities related to the mission of the Naval Academy.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

In paragraph three, line four, delete 'copy;', and replace with 'copy. A tape is sent to the National Archives two years after class graduates to be stored as a national disaster recovery measure.'

\* \* \* \* \*

**N01531-1****SYSTEM NAME:**

USNA Applicants, Candidates, and Midshipmen Records.

**SYSTEM LOCATION:**

U.S. Naval Academy, 117 Decatur Road, Annapolis, MD 21402-5017.

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

Applicants and candidates for admission and Naval Academy Midshipmen.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Admissions records contain pre-candidate questionnaires concerning educational background, personal data, physical data, extracurricular activities, and employment; personal data;

personal statements; transcripts from previously attended academic institutions; admission tests results; physical aptitude exam results; recommendation letters from school officials and others; professional development tests; interest inventory; extracurricular activities reports; reports of officer interviews; records of prior military service; and, Privacy Act disclosure forms. Nomination and appointment records include all card files of congressional offices and the names of persons whom each congressman appointed; files of candidates nominated for the following academic year; status cards, indexed by nominating source of all candidates appointed, admitted, and graduated, or resigned prior to graduation. Similar files are separately kept on foreign candidates.

Performance jackets and academic records include performance aptitude evaluations, performance grades, personal history, autobiography, record of emergency data, aptitude history, review boards records, medical excuse from duty forms, conduct records and grades, professional development tests, counseling and guidance development tests, counseling and guidance interview sheets and data forms, academic grades, class rankings, letters of commendation, training records, Oath of Office, Agreement to Serve, Privacy Act disclosure forms and other such records and information relative to the midshipmen.

Midshipmen separation files; midshipmen military justice files; midshipmen JAGMAN investigations; midshipmen personnel claim files; and midshipmen honor records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 6956, 6957, 6958, 6962, and 6963; 44 U.S.C. 3101; and E.O. 9397.

**PURPOSE(S):**

To establish an audit trail of files which contains information on individuals as they progress from the application stage, through the admissions process, to disenrollment or graduation from the Naval Academy. Applicant's files contain information which is used to evaluate and to determine competitive standing and eligibility for appointments to the Naval Academy. Successful applicants become candidates whose files contain information to evaluate further each candidate's eligibility. Candidates' files are also used to identify candidates profiles for initiation of formal officer accession programs in conjunction with

the Naval Academy admission process. Successful candidates who accept appointments become midshipmen. Midshipmen records contain personal, academic, and professional background information and are used for the management, supervision, administration, counseling, and discipline of midshipmen.

**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:

Parents and legal guardians of midshipmen for the limited purpose of counseling midshipmen who encounter academic, performance and/or disciplinary difficulties, as well as health and welfare issues.

The United States Naval Institute for the limited purpose of notifying midshipmen and their parents about benefits and opportunities provided by the United States Naval Institute.

The Naval Academy Athletic Association for the limited purpose of promoting and funding the Naval Academy Intercollegiate Athletic Program and for the purpose of supporting its activities related to the mission of the Naval Academy.

The United States Naval Academy Foundation for the limited purpose of sponsoring midshipmen candidates who were not admitted in previous years.

The United States Naval Academy Alumni Association for the limited purpose of supporting its activities related to the mission of the Naval Academy.

The Contract Tailor Shop for the limited purpose of scheduling appointments as required for uniform fittings.

The 'Blanket Routine Uses' that appear at the beginning of the Navy'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:**

All hard copy records are kept in file folders in secure rooms or in locked cabinets.

On-line storage is maintained on the Honeywell DPS8 mainframe in Computer Services, with line networking to VACs and interfacing with microcomputers and dial-up lines.

Off-line storage is kept on disks.

Records on magnetic tapes and hard copy data are kept in secured rooms or in locked cabinets for operator access and user pickup.

Backup magnetic tapes are kept in a vault.

#### RETRIEVABILITY:

Records are kept alphabetically by Company and Class. Records can be retrieved from data base by selection of any data element, i.e., name, address, alpha code, six digit candidate number, or Social Security Number, etc.

#### SAFEGUARDS:

Visitor control. Records are kept in locked cabinets or in secured rooms. Computer records are safeguarded through selective file access, signing of Privacy Act forms, passwords, RAM systems, program passwords, user controls, encoding and port controls. Disk and tape storage is in a secure room. Backup systems on magnetic tapes are secured in fire proof vault in Ward Hall.

#### RETENTION AND DISPOSAL:

On-line computer records are destroyed one year after the midshipman's class graduates or the midshipman is separated.

Performance records are retained by the Performance Officer for two years after the midshipman's class graduates, and then destroyed. Backup systems on magnetic tapes and disks are kept in secure storage and destroyed two years after the midshipman's class graduates. Files relative to midshipmen separated involuntarily, including by qualified resignation, are retained for two years after the midshipman's class graduates, or three years from the date of separation, whichever date is later, and then destroyed.

Official transcripts and records files are kept indefinitely by the Registrar on microfilm, computer files, magnetic tapes, and hard copy. A tape is sent to the National Archives two years after class graduates to be stored as a national disaster recovery measure. Admission records of unsuccessful candidates are properly destroyed after one year. Counseling and Guidance Research data are kept by the Professional Development Research Coordinator indefinitely. Nomination and appointment files are retained for varying lengths of time.

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

Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-5000.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-5000.

Written requests should contain full name, company, class, and any personal identifier, such as a Social Security Number.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-5000.

Written requests should contain full name, company, class, and any personal identifier, such as a Social Security Number.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Individuals, midshipman, supervisors, Registrar, instructors, professors, officers, midshipman personal history/performance record, midshipman autobiography, Record of Emergency Data (NAVPERS 601-2), Statement of Personal History (DD Form 398), Aptitude History Record (Form 1610-105), Midshipman Summary Sheet, Certificate of Release or Discharge From Active Duty (DD Form 214), Military Performance Board Results, Letters of Probation, Midshipmen Performance Evaluation Reports (Form 54A), Medical Reports, Clinical Psychologist Reports, Excused Squad Chits (Form 6320/20), Conduct Card (Form 1690/91C), Letters of Commendation, Counseling and Guidance Interview and Data Records, Letters of Congressmen, parents, etc., and copies of replies thereto, transcripts from high school or prior college, Review Board Records, and Record of Disclosure (Privacy Act).

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N01710-1

#### SYSTEM NAME:

Special Membership Listing of the Organizational Recreation Association (*February 22, 1993, 58 FR 10721*).

#### CHANGES:

\* \* \* \* \*

#### SYSTEM NAME:

Delete entry and replace with 'Recreation Association Membership Files.'

\* \* \* \* \*

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

Delete entry and replace with 'Name, rank, Social Security Number, room and telephone number, membership card number and dates purchased.'

\* \* \* \* \*

#### STORAGE:

Delete entry and replace with 'File folders, card files, magnetic tape, personal computer.'

\* \* \* \* \*

#### SAFEGUARDS:

Delete entry and replace with 'Password control system, file, and element access based on predefined need-to-know. Physical access is controlled by locked terminals and rooms, guards, personnel screening and visitor control.'

#### RETENTION AND DISPOSAL:

Delete entry and replace with 'Records are destroyed one year after individual terminates membership.'

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

Delete entry and replace with 'Policy Official: Chief of Naval Personnel (Pers-06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001.

System Manager: Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.'

\* \* \* \* \*

#### RECORD SOURCE CATEGORIES:

Delete entry and replace with 'Individual.'

\* \* \* \* \*

#### N01710-1

#### SYSTEM NAME:

Recreation Association Membership Files.

#### SYSTEM LOCATION:

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Name, rank, social security number, room and telephone number,

membership card number and dates purchased.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This record lists the names, internal codes, room and telephone numbers of each membership card and dates purchased.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

**PURPOSE(S):**

To indicate income from sale of membership cards; to provide an audit trail for the auditors; and to confirm memberships, upon request.

**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' that appear at the beginning of the Navy'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:**

File folders, card files, magnetic tape, personal computer.

**RETRIEVABILITY:**

Name, Social Security Number, Case number, organization.

**SAFEGUARDS:**

Password control system, file, and element access based on predefined need-to-know. Physical access is controlled by locked terminals and rooms, guards, personnel screening and visitor control.

**RETENTION AND DISPOSAL:**

Records are destroyed one year after individual terminates membership.

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

Policy Official: Chief of Naval Personnel (Pers-06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001.

System Manager: Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves

is contained in this system should address written inquiries to the Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N01770-3**

**SYSTEM NAME:**

Naval Academy Cemetery and Columbarium Records (*September 20, 1993, 58 FR 48857*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with, 'Security Department and Public Works Department, U.S. Naval Academy, 257 Longshaw Road, Annapolis, MD 21402-5036.'

\* \* \* \* \*

**N01770-3**

**SYSTEM NAME:**

Naval Academy Cemetery and Columbarium Records.

**SYSTEM LOCATION:**

Security Department and Public Works Department, U.S. Naval Academy, 257 Longshaw Road, Annapolis, MD 21402-5036.

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

Those eligible to reserve a lot for future burial in the Naval Academy Cemetery. Deceased individuals interred/inured in the Naval Academy Cemetery/Columbarium.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

State Burial Transit Permit, Application for Reimbursement of Headstone or Marker Expenses (VA Form 21-8834), Application of Standard Government Headstone or Marker for Installation in a Private or Local Cemetery (VA Form 40-1330), Lot Marker (NDW-USNA-DMC-1170/08), Columbarium Niche Cover Inscription (NDW-USNA-DMC-5370/42), U.S. Naval Academy Internment/Inurement Record (NDW-USNA-DMC-5360/43), U.S. Naval Academy Cemetery Record (NDW-USNA-DMC-1170/46), Naval Academy Foundation Order (NDW-USNA-DMC-5360/09), and correspondence to and from individuals. Specifically, information contained on the forms or correspondence may be: Full name, home address, rank, service, Social Security Number, date and place of birth, date and place of death, marital status, name of father and mother, name of next of kin and their address, telephone number, date of birth and date of death (if applicable), date and place of burial, lot number and other information relating to burial arrangements.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 1481-1488; 44 U.S.C. 3101; and E.O. 9397.

**PURPOSE(S):**

To maintain official records of individuals holding grave site reservations and/or individuals interred/inured in the Naval Academy Cemetery or Columbarium. Records are used to respond to general inquiries from individuals holding grave site reservations, to verify eligibility of spouses of an officer or enlisted person of the Navy or Marine Corps who is interred/inured in the Naval Academy Cemetery or Columbarium.

**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' that appear at the beginning of the Navy'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 and microfiche.

**RETRIEVABILITY:**

Alphabetically by last name and numerically by lot number.

**SAFEGUARDS:**

Records are kept in a building not open to general visiting and are maintained in an area accessible only to authorized personnel. Building is under surveillance of security personnel during non-working hours. Microfiche records are kept in the Naval Academy Archives which is not open to general visiting and is locked during non-working hours.

**RETENTION AND DISPOSAL:**

Records are permanent. They are retained after the individual is deceased.

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

Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-5000.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-5000. Requests should contain name and Social Security Number of the individual concerned.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Superintendent, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-5000.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information in this system comes from the individual to whom it applies, the next of kin, and from the Register of the Alumni.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N01900-2**

**SYSTEM NAME:**

Navy Individual Service Review Board (ISRB) Proceedings Application File (November 10, 1993, 58 FR 59712).

**CHANGES:**

\* \* \* \* \*

**STORAGE:**

Delete entry and replace with 'Paper records in file folders.'

\* \* \* \* \*

**SAFEGUARDS:**

In lines three and six, delete the word 'Command' and replace with 'Bureau'.

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Applications which are approved will necessitate creation of a service record which is part of the Navy Personnel Records System. Remaining records are retained in the Bureau of Naval Personnel for two years and then destroyed.'

\* \* \* \* \*

**N01900-2**

**SYSTEM NAME:**

Navy Individual Service Review Board (ISRB) Proceedings Application File.

**SYSTEM LOCATION:**

Bureau of Naval Personnel (Pers 324), 2 Navy Annex, Washington, DC 20370-3240.

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

Individuals who have applied for military status and subsequent discharge from the United States Navy because they claim membership in a group which has been determined to have performed active military service with the United States Navy.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Application for discharge, supporting documentation, copies of correspondence between the individual and the Navy ISRB and other correspondence concerning the case.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pub.L. 95-202 and E.O. 9397.

**PURPOSE(S):**

To consider the individual's application for military status and discharge.

**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' that appear at the beginning of the Navy'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.

**RETRIEVABILITY:**

Name and Social Security Number.

**SAFEGUARDS:**

The files are kept within the Bureau of Naval Personnel offices. Access during business hours is controlled by Bureau personnel. Records not in use are maintained in a room which is locked during non-duty hours. The Bureau is secured at the close of business and the building in which the command is located has limited access controlled by security guards.

**RETENTION AND DISPOSAL:**

Applications which are approved will necessitate creation of a service record which is part of the Navy Personnel Records System. Remaining records are retained in the Bureau of Naval Personnel for two years and then destroyed.

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

Chief of Naval Personnel (Pers 324), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-3240.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief of Naval Personnel (Code Pers 324), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-3240.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Chief of Naval Personnel (Code Pers 324), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-3240.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information contained in the files is obtained from the individual or those acting on the individual's behalf, from other military records and from the Department of Defense Civilian/Military Service Review Board.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N04064-1**

**SYSTEM NAME:**

USNA Laundry and Drycleaning Charge Account (*September 20, 1993, 58 FR 48861*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.'

\* \* \* \* \*

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

Delete entry and replace with 'Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.'

\* \* \* \* \*

**N04064-1**

**SYSTEM NAME:**

USNA Laundry and Drycleaning Charge Account.

**SYSTEM LOCATION:**

Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

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

Individuals who have applied for a charge account with the Naval Academy Laundry and Drycleaning Plant.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information is collected on Form NDW-USNA-DMH-4064/14 and includes applicant's name; Social Security Number; rank (if applicable); branch of service; home and work addresses and telephone numbers. Information required to maintain the charge account records is obtained from and/or recorded on accounts receivable ledgers, journals, charge tickets and check listings.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 44 U.S.C. 3101; and E.O. 9397.

**PURPOSE(S):**

To establish a charge account at the Naval Academy Laundry and Drycleaning Plant. Information will be used for billing purposes by the officials and employees of the Plant.

**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' that appear at the beginning of the Navy'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 and magnetic minicassette tape form.

**RETRIEVABILITY:**

Name.

**SAFEGUARDS:**

Access to building is restricted to authorized persons only. Record files are not available to personnel not requiring access in the performance of their official duties. This is routinely limited to the billing clerk processing the application and recording activity on the account. Records are secured within a locked office in a locked building on a military installation when not actually in use.

**RETENTION AND DISPOSAL:**

Hard copy records are retained in the current file area as long as the charge account is active. These records are then retired and kept in secured storage for two years and then destroyed. Cassette tape records are of two types, daily and journal (monthly recapitulation). These tapes are erased on a daily or monthly basis, respectively, during the preparation of the following day's or month's activity record.

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

Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves should address written inquiries to the Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information in this system comes from the individual applying for the charge account, from daily laundry and drycleaning will-call tickets (charges for goods and services provided) and from records of payment by charge account holders (check listings).

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N04064-2**

**SYSTEM NAME:**

USNA Retail Customer Claim Record (*September 20, 1993, 58 FR 48861*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.'

\* \* \* \* \*

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

Delete entry and replace with 'Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.'

\* \* \* \* \*

**N04064-2**

**SYSTEM NAME:**

USNA Retail Customer Claim Record.



**SYSTEM LOCATION:**

Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

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

Individuals who have filed claims against the Naval Academy Laundry and Drycleaning Plant and appropriation 17X4002 for cash or credit settlement for damaged or lost articles.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information is collected on Form NDW-USNA-DMH-4064/15 and includes claimant's name; Social Security Number; rank (if applicable); home and work addresses and telephone numbers; description, original cost and date of purchase of item(s) for which claim is filed, and circumstances of loss or extent of damage; claim number, disposition, and remarks by approving authority.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 44 U.S.C. 3101; and E.O. 9397.

**PURPOSE(S):**

To investigate claims for cash or credit settlement for damaged or lost articles.

**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' that appear at the beginning of the Navy'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 form.

**RETRIEVABILITY:**

Name of customer and date laundry was turned in for cleaning.

**SAFEGUARDS:**

Access to building is restricted to authorized persons only. Record files are not available to personnel not requiring access in the performance of their official duties. This is limited to the official processing of the claim and the clerk who maintains the file and prepares the administrative paperwork.

Records are secured within a locked office in a locked building on a military installation when not actually in use.

**RETENTION AND DISPOSAL:**

Retained in the current file area for one calendar year after the close of the individual's claim. The record is then stored for one more year and then destroyed.

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

Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves should address written inquiries to the Head, Laundry and Drycleaning Plant, U.S. Naval Academy, 580 Kingwood Street, Annapolis, MD 21402-5052.

Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual who filed the claim and offices who are processing the claim.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N04066-5**

**SYSTEM NAME:**

NEXCOM Direct Mail List (*September 20, 1993, 58 FR 48866*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM NAME:**

Delete entry and replace with 'NEXCOM Direct Mail List/Patron Profile.'

\* \* \* \* \*

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

Delete entry and replace with 'All authorized customers of military resale systems.'

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete entry and replace with 'For each sponsor: Name, address, rank, branch of service, status (active, reserve, or retired), Social Security Number, pay grade, birth date, sex, race, names, birth dates, and Social Security Numbers of dependents, date of sign up, telephone number (if available), account number, rotation date (if available), mailings sent and responses (if available).

For all other authorized customers: Name, address, Social Security Number, birth date, sex, race, date of sign up, telephone number (if available), account number, mailings sent to customer and responses available, purchase history, preference and summary. Sponsor information (rank, branch of service, status (active, reserve or retired), Social Security Number, pay grade, birth date, sex, race, account number.)

**PURPOSE(S):**

In line 7, delete the words 'who sign up for the list in order'.

\* \* \* \* \*

**STORAGE:**

Delete entry and replace with 'Electronic media.'

\* \* \* \* \*

**SAFEGUARDS:**

At end of entry, add '/password protected.'

**RETENTION AND DISPOSAL:**

Delete lines 3 and 4 and replace with 'patron profiles are destroyed when no longer an authorized customer.'

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

In paragraph 2, delete 'Deputy Commander, Marketing Communications Division (MCD)' and replace with 'Director, Advertising.'

\* \* \* \* \*

**RECORD SOURCE CATEGORIES:**

Delete entry and replace with 'The individual authorized customer/ sponsor, Department of Defense/Defense Enrollment Eligibility Reporting System and Defense Finance Accounting System.'

\* \* \* \* \*

**N04066-5****SYSTEM NAME:**

NEXCOM Direct Mail List/Patron Profile.

**SYSTEM LOCATION:**

Navy Exchange Service Command, 3280 Virginia Beach Boulevard, Virginia Beach, VA 23452-5724.

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

All authorized customers of military resale systems.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

For each sponsor: Name, address, rank, branch of service, status (active, reserve, or retired), Social Security Number, pay grade, birth date, sex, race, names, birth dates, and Social Security Numbers of dependents, date of sign up, telephone number (if available), account number, rotation date (if available), mailings sent and responses (if available).

For all other authorized customers: Name, address, Social Security Number, birth date, sex, race, date of sign up, telephone number (if available), account number, mailings sent to customer and responses available, purchase history, preference and summary. Sponsor information (rank, branch of service, status (active, reserve or retired), Social Security Number, pay grade, birth date, sex, race, account number.)

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 6011; and E.O. 9397.

**PURPOSE(S):**

To maintain a data base which will permit the Navy Exchange Program to mail sales promotional, informational and market research materials to those authorized customers who have requested receipt of materials. The data base will also be used to define target markets among the authorized customers to develop better merchandise assortments and services to meet the needs of the customers.

**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' that appear at the beginning of the Navy's compilation of systems notices apply to this system.

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

Electronic media.

**RETRIEVABILITY:**

Name, Social Security Number, address and account number.

**SAFEGUARDS:**

Secured and supervised facility; access restricted/password protected.

**RETENTION AND DISPOSAL:**

The records are retained as long as the customer wishes to receive the materials, then the patron profiles are destroyed when no longer an authorized customer.

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

Policy Official: Commander, Navy Exchange Service Command, 3280 Virginia Beach Boulevard, Virginia Beach, VA 23452-5724.

Record Holder Manager: Director, Advertising, Navy Exchange Service Command, 3280 Virginia Beach Boulevard, Virginia Beach, VA 23452-5724.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Navy Exchange Service Command, 3280 Virginia Beach Boulevard, Virginia Beach, VA 23452-5724.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records should address written inquiries to the Commander, Navy Exchange Service Command, 3280 Virginia Beach Boulevard, Virginia Beach, VA 23452-5724.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

The individual authorized customer/sponsor, Department of Defense/Defense Enrollment Eligibility Reporting System and Defense Finance Accounting System.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N04650-1****SYSTEM NAME:**

Personnel Transportation System (March 24, 1994, 59 FR 13943).

**CHANGES:**

\* \* \* \* \*

**PURPOSE(S):**

At end of entry, add 'For audit or research purposes to obtain background information/data.'

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

Delete paragraph two and replace with 'To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.'

\* \* \* \* \*

**N04650-1****SYSTEM NAME:**

Personnel Transportation System.

**SYSTEM LOCATION:**

All Personnel Support Activity Detachments and Navy Passenger Transportation Offices Worldwide and Administrative Support Unit, Bahrain. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Navy military personnel (active and retired), civilian employees of the Navy, dependents, Midshipmen, and other individuals authorized through Navy commands to travel at Government expense.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Applications for travel and, where applicable, for passports and visas; requests for extension of time limit on travel by retired members to home of record; requests for exceptions of policies/procedures involving travel entitlements/eligibilities; supporting documents; correspondence, and approvals/disapprovals relating to the above records; travel arrangements in response to above applications.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 5701 et seq Travel, Transportation and Subsistence; 10 U.S.C. 2631-2635 and Chapter 7; 37 U.S.C. 404, Travel and Transportation Allowances-General; and E.O. 9397.

**PURPOSE(S):**

To provide official travel services; determine eligibility for transportation; to authorize or deny transportation; and otherwise manage the Navy-wide passenger transportation system. For audit or research purposes to obtain background information/data.

**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:

To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.

To Foreign embassies, legations, and consular offices--to determine eligibility for visas to respective countries, if visa is required.

To Commercial Carriers providing transportation to individuals whose applications are processed through this system of records.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The 'Blanket Routine Uses' that appear at the beginning of the Navy'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:**

Automated records may be stored on magnetic tapes/disks. Manual records in file folders or file-card boxes, and microfiche or microfilm.

**RETRIEVABILITY:**

Automated records may be retrieved by Social Security Number and/or name. Manual records are normally filed alphabetically by name of applicant, month, and fiscal year; applications for dependents travel are filed under name of sponsor.

**SAFEGUARDS:**

Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official

working hours. Computer terminals are located in supervised areas. Computer terminals are controlled by password or other user code system.

**RETENTION AND DISPOSAL:**

Records are retained for three years and then forwarded to the records center for retention for additional four years. After seven years, all records are destroyed.

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

Personnel Support Activity Detachments and Navy Passenger Transportation Offices Worldwide and Administrative Support Unit, Bahrain. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

Policy Official: Chief of Naval Personnel, Bureau of Naval Personnel (Pers 332), 2 Navy Annex, Washington, DC 20370-3320.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the local activity where the request for transportation was initiated, and/or to intermediate activities (if applicable), or to the Chief of Naval Personnel (ATTN: Privacy Act Coordinator), Navy Department, Washington, DC 20370. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

The letter should contain full name, Social Security Number, address and signature of the requester. The individual may visit the activities and commands listed under LOCATION for assistance with the records maintained at the respective locations. Proof of identification will consist of Military Identification Card for persons having such cards. Others must present other positive personal identification, preferably picture-bearing.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the local activity where the request for transportation was initiated, and/or to intermediate activities (if applicable), or to the Chief of Naval Personnel (ATTN: Privacy Act Coordinator), Navy Department, Washington, DC 20370. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

The letter should contain full name, Social Security Number, address and

signature of the requester. The individual may visit the activities and commands listed under LOCATION for assistance with the records maintained at the respective locations. Proof of identification will consist of Military Identification Card for persons having such cards. Others must present other positive personal identification, preferably picture-bearing.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual; member's service record/civilian personnel file; officials and employees of the Department of the Navy, Department of Defense, State Department; and other agencies of the Executive Branch and components thereof; foreign embassies, legations, and consular offices reporting approval/disapproval of visas; and carriers reporting on provision of transportation.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N05101-1****SYSTEM NAME:**

Safety Equipment Needs, Issues, Authorizations .

**CHANGES:****SYSTEM IDENTIFIER:**

Delete entry and replace with 'N05100-3'.

\* \* \* \* \*

**SAFEGUARDS:**

Delete entry and replace with 'File areas are accessible only to authorized persons who are properly screened, cleared, and trained. Computer terminals/personal computers are password protected.'

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Destroy when equipment is returned or inventoried.'

\* \* \* \* \*

**N05100-3****SYSTEM NAME:**

Safety Equipment Needs, Issues, Authorizations (February 22, 1993, 58 FR 10747).

**SYSTEM LOCATION:**

Organizational elements of the Department of the Navy. Official

mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Personnel whose work requires them to wear, or are issued, protective clothing or equipment, including prescription safety lenses.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Listings, cards, and other records which list individuals requiring, authorized, or issued prescription or other safety equipment. Such listings may include name, Social Security Number, organization code, date equipment issued, date equipment returned, equipment I.D. number, etc.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

#### PURPOSE(S):

To determine who needs, is eligible, or has been authorized or issued prescription or other safety equipment for protection.

#### 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' that appear at the beginning of the Navy'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 and automated records.

##### RETRIEVABILITY:

Name, Social Security Number, or date equipment was issued.

##### SAFEGUARDS:

File areas are accessible only to authorized persons who are properly screened, cleared, and trained. Computer terminals/personal computers are password protected.

##### RETENTION AND DISPOSAL:

Destroy when equipment is returned or inventoried.

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

Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's

compilation of systems of records notices.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer of the activity where assigned. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

Requests should contain full name, Social Security Number, and date equipment was assigned (if known), and be signed.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the commanding officer of the activity where assigned. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

Requests should contain full name, Social Security Number, and date equipment was assigned (if known), and be signed.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Individual.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N05210-1

##### SYSTEM NAME:

General Correspondence Files  
(February 22, 1993, 58 FR 10748).

##### CHANGES:

##### SYSTEM IDENTIFIER:

Delete entry and replace with 'N05000-1.'

\* \* \* \* \*

##### SYSTEM LOCATION:

Add two addresses 'Commander in Chief, U.S. Atlantic Command, 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488 and Commander in Chief, U.S. Pacific Command, Building 1, Camp H. M. Smith, HI 96861-4028'

\* \* \* \* \*

#### SAFEGUARDS:

Delete entry and replace with 'Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.'

\* \* \* \* \*

#### N05000-1

##### SYSTEM NAME:

General Correspondence Files.

##### SYSTEM LOCATION:

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of system of records notices.

Commander in Chief, U.S. Atlantic Command, 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488.

Commander in Chief, U.S. Pacific Command, Building 1, Camp H. M. Smith, HI 96861-4028.

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

Individuals who have initiated correspondence with the Department of the Navy.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Incoming correspondence which may include name, address, telephone number, organization, date of birth, and Social Security Number of correspondent and supporting documentation. Files also contain copy of response letter and documentation required to prepare the response.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

#### PURPOSE(S):

To maintain a record of correspondence received and responses made.

#### 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' that appear at the beginning of the Navy's compilation of systems notices apply to this system.

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

Paper and automated records.

**RETRIEVABILITY:**

Name, organization, and date of correspondence.

**SAFEGUARDS:**

Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.

**RETENTION AND DISPOSAL:**

Retained for two years and then destroyed.

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

Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of system of records notices.

The request should contain full name and date individual wrote to the Navy or received a response. Request must be signed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

The request should contain full name and date individual wrote to the Navy or received a response. Request must be signed.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual concerned and records collected by the activity to respond to the request.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N05330-1**

**SYSTEM NAME:**

Manhour Accounting System (*May 22, 1996, 61 FR 25640*).

**CHANGES:****SYSTEM IDENTIFIER:**

Delete entry and replace with 'N12610-1.'

**SYSTEM NAME:**

Delete entry and replace with 'Hours of Duty Records.'

\* \* \* \* \*

**STORAGE:**

Delete entry and replace with 'Paper and computerized records.'

\* \* \* \* \*

**SAFEGUARDS:**

Delete entry and replace with 'Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.'

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Records are destroyed when three years old.'

\* \* \* \* \*

**N12610-1**

**SYSTEM NAME:**

Hours of Duty Records.

**SYSTEM LOCATION:**

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Military and civilian personnel.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Record contains such information as name, grade/rate, Social Security Number, organizational code, work center code, grade code, pay rate, labor code, type transaction, hours assigned. Data base includes scheduling and

assignment of work; skill level; tools issued; leave; temporary assignments to other areas.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

**PURPOSE(S):**

To effectively manage the work force.

**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' that appear at the beginning of the Navy'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 and computerized records.

**RETRIEVABILITY:**

Name, organization code, Social Security Number, and work center.

**SAFEGUARDS:**

Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.

**RETENTION AND DISPOSAL:**

Records are destroyed when three years old.

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

The commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer of the naval activity where currently employed. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

The request should include full name, Social Security Number, address of individual concerned, and should be signed.

#### RECORD ACCESS PROCEDURE:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the commanding officer of the naval activity where currently employed. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

The request should include full name, Social Security Number, address of individual concerned, and should be signed.

#### CONTESTING RECORD PROCEDURE:

The Navy's rules for accessing records, and for contesting contents and appealing determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Individual, correspondence, and personnel records.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N05340-1

##### SYSTEM NAME:

Combined Federal Campaign/Navy Relief Society.

##### CHANGES:

##### SYSTEM IDENTIFIER:

Delete entry and replace with 'N05380-1'

\* \* \* \* \*

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with 'E.O.s 9397, 10927, and 12353.'

\* \* \* \* \*

##### STORAGE:

Delete entry and replace with 'Manual and computerized records.'

\* \* \* \* \*

##### SAFEGUARDS:

Delete entry and replace with 'Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.'

\* \* \* \* \*

#### RECORD SOURCE CATEGORIES:

Delete entry and replace with 'Individual; payroll files; personnel files.'

\* \* \* \* \*

#### N05380-1

##### SYSTEM NAME:

Combined Federal Campaign/Navy Relief Society (*February 22, 1993, 58 FR 10754*).

##### SYSTEM LOCATION:

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

All assigned personnel.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Names, addresses, Social Security Numbers, payroll identifying data, contributor cards and lists.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O.s 9397, 10927, and 12353.

##### PURPOSE(S):

To manage the Combined Federal Campaign and Navy Relief Society Fund drives and provide the respective campaign coordinator with necessary information.

##### 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' that appear at the beginning of the Navy'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:

Manual and computerized records.

##### RETRIEVABILITY:

Name, Social Security Number, and organization.

##### SAFEGUARDS:

Access is provided on need-to-know basis only. Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is

locked outside of official working hours. Computer terminals are located in supervised areas. Access to computerized data is controlled by password or other user code system.

##### RETENTION AND DISPOSAL:

Records are maintained for one year or completion of next equivalent campaign and then destroyed.

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

Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

##### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer of the naval activity where currently or previously employed. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

The request should include full name, Social Security Number, address of the individual concerned, and should be signed.

##### RECORD ACCESS PROCEDURE:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the commanding officer of the naval activity where currently or previously employed. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

The request should include full name, Social Security Number, address of the individual concerned, and should be signed.

##### CONTESTING RECORD PROCEDURE:

The Navy's rules for accessing records, and for contesting contents and appealing determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

##### RECORD SOURCE CATEGORIES:

Individual; payroll files; personnel files.

##### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N05350-1

##### SYSTEM NAME:

Navy Drug and Alcohol Program System (*February 22, 1993, 58 FR 10755*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

In paragraph 2, lines 5 and 6, delete the words 'Navy Alcohol and Drug Safety Action Program Offices' and replace with 'Personal Responsibility and Values Education and Training Program Offices,'.

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

In line 3, after the word 'abusers,' add 'or who are out of Navy body fat standards and may be obese/compulsive overeaters,'. In line 9, delete the words 'Navy Alcohol and Drug Safety Action Program' and replace with 'Personal Responsibility and Values Education and Training Program.'

\* \* \* \* \*

**PURPOSE(S):**

At end of paragraph one, add the following 'and programs for those members who are obese/compulsive overeaters.'

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

In paragraph 3, line 6, after the word 'abuse' add the following 'or obesity/compulsive overeating'.

In paragraph 3, line 14, delete '290dd-3 and 290ee-3' and replace with '290dd-2.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Manual records are maintained for two years (Level I/II) or three years (Level III) and then retired to the nearest Federal Records Center. Automated records are maintained indefinitely.'

\* \* \* \* \*

**N05350-1****SYSTEM NAME:**

Navy Drug and Alcohol Program System.

**SYSTEM LOCATION:**

Primary location: Bureau of Naval Personnel (Pers 63), 2 Navy Annex, Washington, DC 20370-5001.

Decentralized locations: Navy Alcohol Rehabilitation Centers, Navy Alcohol Rehabilitation Departments in Naval Hospitals, Counseling and Assistance Centers, Personal Responsibility and Values Education and Training Program Offices, Navy Drug Screening Laboratories, Bureau of Naval Personnel Detachment (Drug and Alcohol Program Management Activity), and local activities to which an individual is

assigned. Addresses are contained in a directory which is available from the Chief of Naval Personnel (Pers 63), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001.

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

Navy personnel (officers and enlisted) who have been identified as drug or alcohol abusers or who are out of Navy body fat standards and may be obese/compulsive overeaters, and who are subsequently screened or referred for remedial education, outpatient counseling, or residential rehabilitation; counselors, counselor interns, and counselor applicants; Navy personnel who attend the Personal Responsibility and Values Education and Training Program for preventive education; dependents and civilians, where authorized, who participate in preventive and remedial education programs, outpatient counseling, and residential rehabilitation; and officer, enlisted, and civilian staff members of facilities providing drug and alcohol education, screening, counseling, rehabilitation, and drug testing.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Documentation containing demographic data, screening and assessment information, progress notes, medical and laboratory data, narrative summaries of treatment, aftercare plans, and other information pertaining to a member's participation in substance abuse education, counseling, and rehabilitation programs.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. para 1090; 42 U.S.C. 290dd-2; and E.O. 9397.

**PURPOSE(S):**

To train, educate, identify, screen, counsel, rehabilitate, and monitor the progress of individuals in drug and alcohol abuse programs and programs for those members who are obese/compulsive overeaters.

Information is used to screen and evaluate the certified counselors, counselor interns, and counselor applicants throughout the course of their duties.

**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:

In order to comply with the provisions of 42 U.S.C. 290dd-2, the Navy's 'Blanket Routine Uses' do not apply to this system of records.

Specifically, records of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be client/patient, maintained in connection with the performance of any alcohol or drug abuse or obesity/compulsive overeating prevention, education, training, treatment, rehabilitation, or research which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974 in regard to accessibility of such records, except to the individual to whom the record pertains.

The content of any record may be disclosed in accordance with prior written consent of the patient with respect to whom such record is maintained, but only to such extent, under such circumstances, and for such purposes as may be allowed under such prescribed regulations.

Information from records may be released without the member's consent in the following situations:

To medical personnel to the extent necessary to meet a bona fide medical emergency.

To qualified personnel for the purpose of conducting scientific research, management audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose patient identities in any manner.

If authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefore. In accessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosures.

The above prohibitions do not apply to any interchange of records within the Armed Forces or within those components of the Department of Veterans Affairs furnishing health care to veterans or between such components and the Armed Forces.

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

**STORAGE:**

Automated records may be stored on computer disks (both hard drive and floppy), magnetic tapes, and drums.

Manual records may be stored in paper file folders, computer printouts, microfiche, or microfilm.

**RETRIEVABILITY:**

Name and Social Security Number.

**SAFEGUARDS:**

Computer facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need-to-know.

**RETENTION AND DISPOSAL:**

Manual records are maintained for two years (Level I/II) or three years (Level III) and then retired to the nearest Federal Records Center. Automated records are maintained indefinitely.

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

Chief of Naval Personnel (Pers 63), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief of Naval Personnel (Pers 06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, or to the naval activity providing treatment. Addresses are contained in a directory which is available from the Chief of Naval Personnel (Pers 63), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001.

The letter should contain full name, Social Security Number, rank/rate, military status, and signature of the requester. The individual may visit the Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief of Naval

Personnel (Pers 06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, or to the naval activity providing treatment. Addresses are contained in a directory which is available from the Chief of Naval Personnel (Pers 63), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001.

The letter should contain full name, Social Security Number, rank/rate, military status, and signature of the requester. The individual may visit the Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

DOD/DON officials; notes and documents from Service Jackets and Medical Records; and general correspondence concerning the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N05801-2**

**SYSTEM NAME:**

Legal Assistance Management Information System (*February 22, 1993, 58 FR 10772*).

**CHANGES:**

\* \* \* \* \*

**STORAGE:**

At end of entry add 'Electronic records are stored on computer disks.'

\* \* \* \* \*

**SAFEGUARDS:**

Delete entry and replace with 'Cards, case files, and computer disks are maintained in metal filing cabinets or other storage devices under the control of authorized personnel during working hours. The office space in which the file cabinets and storage devices are located in locked outside normal working hours. The files are not accessible to the public or to persons within the command without an official need-to-know.'

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Most files are maintained for two years after the completion of the services and then destroyed. However, some files may be maintained indefinitely if a future legal dispute or inquiry about the matters addressed in the file is reasonably foreseeable.'

Files are maintained for two years after completion of the services and then destroyed.

\* \* \* \* \*

**N05801-2**

**SYSTEM NAME:**

Legal Assistance Management Information System.

**SYSTEM LOCATION:**

Naval Legal Service Offices (NLSO) and NLSO detachments and other commands that provide legal assistance services under the auspices of the Navy's Legal Assistance Program through an assigned judge advocate or civilian attorney. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

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

Active duty military personnel, retirees, dependents, and authorized civilians who have been provided legal assistance.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Legal Assistance Card Files contain basic client identification information; e.g., name, address, duty station, telephone number(s), a brief description of the subject of the visit, name of the attorney assigned, and attorney time expended.

Legal Assistance Client Case Files contain personal and privileged information on the client and about the legal matter(s) for which the client is seeking assistance, including various documents related to the client's case, such as copies of client records provided to the attorney; memoranda of attorney-client interviews and attorney-client telephone conversations; memoranda of meetings and telephone conversations with relevant third parties; copies of statutes and case law relevant to the case; attorney research and notes; copies of all documents prepared, and of all correspondence sent or received, by the legal assistance provider; and a record of the results obtained.



**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 1044; and 32 CFR part 727, Legal Assistance.

**PURPOSE(S):**

Data from the records is compiled for the purpose of generating periodic workload productivity and statistical reports, for internal management of the office, and for counsel assignment. To provide an administrative record for use by attorneys and clerical personnel directly involved in rendering legal assistance.

**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 Navy's compilation do not apply to this system of records.

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

Paper card and case files are stored in file cabinets. Electronic records are stored on computer disks.

**RETRIEVABILITY:**

Name of client.

**SAFEGUARDS:**

Cards, case files, and computer disks are maintained in metal filing cabinets or other storage devices under the control of authorized personnel during working hours. The office space in which the file cabinets and storage devices are located in locked outside normal working hours. The files are not accessible to the public or to persons within the command without an official need-to-know.

**RETENTION AND DISPOSAL:**

Most files are maintained for two years after the completion of the services and then destroyed. However, some files may be maintained indefinitely if a future legal dispute or inquiry about the matters addressed in the file is reasonably foreseeable.

Files are maintained for two years after completion of the services and then destroyed.

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

Deputy Assistant Judge Advocate General (Legal Assistance), Office of the

Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the office providing the legal assistance or to the Deputy Assistant Judge Advocate General (Legal Assistance), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

The written request should include full name and must be signed by the requesting individual.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the office providing the legal assistance or to the Deputy Assistant Judge Advocate General (Legal Assistance), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

The written request should include full name, address, and telephone number of the requester and must be signed by the requesting individual.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Basic information is provided by the client. Additional information regarding the case, including actions taken and the ultimate disposition of the case, is provided by the attorney rendering the service.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N05810-1**

**SYSTEM NAME:**

Article 138 Complaint of Wrongs  
(February 22, 1993, 58 FR 10773).

**CHANGES:****SYSTEM IDENTIFIER:**

Delete entry and replace with  
'N05819-4'.

**SYSTEM NAME:**

Delete entry and replace with  
'Complaints of Wrong Under Article 138/Article 1150.'

\* \* \* \* \*

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

Delete entry and replace with: 'Active duty Navy and Marine Corps personnel who have submitted complaints of wrong pursuant to Article 138, Uniform Code of Military Justice, or Article 1150, U. S. Navy Regulations, 1990 which have been forwarded to the Secretary of the Navy for final review of the proceedings.'

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete entry and replace with 'Files consist of complaint or report, the investigations into the complaint or report, the action of the general court-martial authority, and action of the Secretary of the Navy accumulated at the Office of the Judge Advocate General.'

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with 'Article 138, Uniform Code of Military Justice and Article 1150, U.S. Navy Regulations, 1990.'

**PURPOSE(S):**

In line 3, after the words, 'Article 138' add the words, 'and Article 1150'.

\* \* \* \* \*

**RETRIEVABILITY:**

Delete entry and replace with 'Closed files are kept in alphabetical order according to the last name of the complainant. Active files are maintained chronologically by case number.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Permanent. Retire to Washington National Records Center when 3 years old. Transfer to NARA when 20 years old.'

\* \* \* \* \*

**RECORD SOURCE CATEGORIES:**

Delete entry and replace with 'Complainant; investigatory files; individuals interviewed.'

\* \* \* \* \*

**N05819-4**

**SYSTEM NAME:**

Complaints of Wrong Under Article 138/Article 1150.

**SYSTEM LOCATION:**

Office of the Judge Advocate General (Code 32), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400. Complaints, three years old or older, are stored at the Federal Records Center, Suitland, MD 20409.

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

Active duty Navy and Marine Corps personnel who have submitted complaints of wrong pursuant to Article 138, Uniform Code of Military Justice, or Article 1150 of the U. S. Navy Regulations (1990) which have been forwarded to the Secretary of the Navy for final review of the proceedings.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Files consist of complaint or report, the investigations into the complaint or report, the action of the general court-martial authority, and action of the Secretary of the Navy accumulated at the Office of the Judge Advocate General.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Article 138, Uniform Code of Military Justice and Article 1150 of the U.S. Navy Regulations (1990).

**PURPOSE(S):**

Used by JAG as a working file to review and make recommendations to the Secretary of the Navy on Article 138 and Article 1150 complaints.

**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' that appear at the beginning of the Navy's compilation of systems notices apply to this system.

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

File folders.

**RETRIEVABILITY:**

Closed files are kept in alphabetical order according to the last name of the complainant. Active files are maintained chronologically by case number.

**SAFEGUARDS:**

Files are maintained in file cabinets and other storage devices under control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside office working hours.

**RETENTION AND DISPOSAL:**

Permanent. Retire to Washington National Records Center when 3 years

old. Transfer to NARA when 20 years old.

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

Deputy Assistant Judge Advocate General (Civil Affairs), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General (Civil Affairs), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

The written request should contain full name and the approximate date the complaint was submitted for review if known. Written requests must be signed by the requesting individual. Personal visits may be made to the Civil Affairs Division, Office of the Judge Advocate General, Room 9N11, Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-2400. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General (Civil Affairs), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

The written request should contain full name and the approximate date the complaint was submitted for review if known. Written requests must be signed by the requesting individual. Personal visits may be made to the Civil Affairs Division, Office of the Judge Advocate General, Room 9N11, Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-2400. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc. The agency's rules for access to records may be obtained from the system manager.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Complainant; investigatory files; individuals interviewed.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N06530-1****SYSTEM NAME:**

Blood Donor Files (*February 22, 1993, 58 FR 10798*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM IDENTIFIER:**

Delete entry and replace with 'N06320-4'.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Records are destroyed when three years old or discontinuance of function, whichever is earlier.'

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

In line 2, after the word 'Surgery' add ', 2300 E Street, NW'.

\* \* \* \* \*

**N06320-4****SYSTEM NAME:**

Blood Donor Files.

**SYSTEM LOCATION:**

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Personnel donating blood or seeking replacement of blood.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Blood donation and blood replacement requirement records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 21 U.S.C. 600-799; and E.O. 9397.

**PURPOSE(S):**

To record emergency blood requests by blood type, identify donors, replace blood provided to cover individuals, and to meet regulatory requirements imposed by the Food and Drug Administration.

**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' that appear at the beginning of the Navy's compilation of systems notices apply to this system.

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

**STORAGE:**

Computerized and paper records.

**RETRIEVABILITY:**

Name and Social Security Number.

**SAFEGUARDS:**

Access provided on a need-to-know basis only. Computerized information is password protected and maintained in a locked and/or guarded office.

**RETENTION AND DISPOSAL:**

Records are destroyed when three years old or discontinuance of function, whichever is earlier.

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

Policy Official: Chief, Bureau of Medicine and Surgery, 2300 E Street, NW, Washington, DC 20372-5300.

System manager: Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer of the activity where assigned.

The request should contain full name, Social Security Number, and must be signed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records contained in this system of records should address written inquiries to the commanding officer of the activity where assigned.

The request should contain full name, Social Security Number, and must be signed.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual, American Red Cross, blood donors, hospitals, persons seeking replacement of blood.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N07320-1**

**SYSTEM NAME:**

Property Accountability Records  
(February 22, 1993, 58 FR 10808).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.'

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

Delete entry and replace with 'Any individual who receives and signs for government property.'

\* \* \* \* \*

**STORAGE:**

In line 4, after the word 'photographs' add ', computerized data base,'.

**RETRIEVABILITY:**

In line 2, after the word 'Name,' add 'Social Security Number'.

**SAFEGUARDS:**

Delete entry and replace with 'Access is limited and provided on a need-to-know basis only. Computerized data bases are password protected.'

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Property accounting records are destroyed when two years old. Custody receipts are destroyed when material or equipment is destroyed.'

\* \* \* \* \*

**N07320-1**

**SYSTEM NAME:**

Property Accountability Records.

**SYSTEM LOCATION:**

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Any individual who receives and signs for government property.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The receipts maintained are any of the following: Logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge cards, or any other statement of individual accountability for receipt of government property.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

**PURPOSE(S):**

To identify individuals to whom government property has been issued.

**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' that appear at the beginning of the Navy'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:**

The receipts may be maintained in any of the following formats: Logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, computerized data base, charge out cards or any other statement of individual accountability for receipt of government property.

**RETRIEVABILITY:**

Retrievability may be by any of the following: Name, Social Security Number, badge number, tool number, property serial number, or any other locally determined method of property receipt accountability.

**SAFEGUARDS:**

Access is limited and provided on a need-to-know basis only. Computerized data bases are password protected.

**RETENTION AND DISPOSAL:**

Property accounting records are destroyed when two years old. Custody receipts are destroyed when material or equipment is destroyed.

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

The system manager is the commanding officer or officer in charge of the activity where the property accountability records are maintained.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether system records contain information pertaining to them may do so by making application to the commanding officer or officer in charge of the activity where the receipts are located. Individuals making application must have a Department of the Navy approved identification card.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the commanding officer or officer in charge of the activity where the receipts are located. Individuals making application must have a Department of the Navy approved identification card.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information is collected directly from the subject individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**MFD00003****SYSTEM NAME:**

Joint Uniform Military Pay System/ Manpower Management System(JUMPS/MMS) (February 22, 1993, 58 FR 10635).

**CHANGES:**

\* \* \* \* \*

**SYSTEM NAME:**

Delete entry and replace with 'Marine Corps Total Force System (MCTFS).'

**SYSTEM LOCATION:**

Delete entry and replace with 'Primary locations: Defense Mega-Center, St. Louis, MO 63120-1798.

Defense Finance and Accounting Service-Kansas City Center, 1500 East Bannister Road, Kansas City, MO 64197-0001. The Financial Systems Activity-Kansas City, 1500 East Bannister Road, Kansas City, MO 64197-0001.

Manpower Information Systems Support Activity, 1500 East Bannister Road, Kansas City, MO 64197-0001.

Decentralized segments: Manpower Information System Support Office-02, Marine Corps Base, Camp LeJeune NC 28542-5000.

Manpower Information System Support Office-03, Marine Corps Base, Camp Pendleton, CA 92055-5000.

Manpower Information System Support Office-06, Marine Corps Base, Hawaii, Kaneohe Bay, HI 96863-5000.

Manpower Information System Support Office-09, Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Manpower Information System Support Office-16 and 17, Marine Corps Support Activity, Kansas City, MO 64197-0001.

Manpower Information System Support Office-11, Headquarters, Washington, DC 20380-1775.

Manpower Information System Support Office-27, Marine Corps Base, Camp S.D. Butler, Okinawa, JA, FPO AP 98773-5001.'

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

Delete entry and replace with 'Marine Corps Total Force System (MCTFS) contains the personnel records of all active, reserve and retired Marines. MCTFS also contains the pay records of active and reserve Marines.'

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete entry and replace with 'File contains personnel and pay data which includes, but is not limited to Name, rank/grade, Social Security Number, date of birth, citizenship, marital status, home of record, dependents information including their Social Security Numbers, records of emergency data, enlistment contract or officer acceptance form identification, duty status, component code, population group, sex, ethnic group, duty information duty station/personnel assignment, unit information, security investigation date/type, leave account information, separation document code, test scores/information, language proficiency, military/civilian/off-duty education, training information to include marksmanship data, physical fitness data, swim qualifications, military occupational specialties, military skills and schools, awards, combat tour information, aviation/pilot/flying time data, reserve drill information, reserve unit information, lineal precedence number, limited duty officer/warrant officer footnote, TAD data, overseas deployment data, limited medical data, conduct and proficiency marks, years in service, promotional data, weight control and military appearance data, commanding officer assignment/relief data, joint MOS data, and related data. Pay data included leave and earnings statement which may include base pay, allowances, allotments, bond

authorization, health care coverage, dental coverage (if applicable), special pay and bonus data, federal and state withholding/income tax data, FDIC contributions, Medicare, Social Security, SGLI deductions, leave account, wage and summaries, reserve drill pay, reserve AT pay, and other personnel/pay management data.'

\* \* \* \* \*

**PURPOSE(S):**

Delete entry and replace with 'To maintain records of pay and personnel data on all active and reserve Marine Corps personnel, and to maintain personnel data from all retired Marine Corps personnel.'

\* \* \* \* \*

**STORAGE:**

Delete entry and replace with 'Data is recorded on magnetic records and discs, computer printouts, microfilm, file folders, compact disc, electronic media and other documents.'

\* \* \* \* \*

**SAFEGUARDS:**

Delete entry and replace with 'Building management employs security guards; building is locked nights and holidays. Authorized persons may enter and leave the building during nonworking hours but must sign in and out. Records maintained in areas assessable only to authorized personnel have a specific and recorded need-to-know. On-line data sets (both type and disc) pertaining to personnel information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.'

\* \* \* \* \*

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

Delete entry and replace with 'The Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Director, Defense Finance and Accounting Service - Kansas City Center, 1500 East Bannister Road, Kansas City, MO 64197-0001.'

**NOTIFICATION PROCEDURE:**

Delete entry and replace with 'Active Duty/Reserve Members seeking to determine whether pay information about themselves is contained in this system should address written inquiries to the member's local disbursing office.

Active Duty/Reserve Members seeking to determine whether pay information about themselves is contained in this system should address written inquiries

to the member's immediate commanding officer.

Retired Members seeking to determine whether personnel information about themselves is contained in this system should address written inquiries to the Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Individual should provide their full name, Social Security Number, and the request must be signed.

In order to personally visit the above addresses and obtain information, individuals must present a military identification card, a driver's license, or other proof of identity.'

#### RECORDS ACCESS PROCEDURES:

Delete entry and replace with 'Active Duty/Reserve Members seeking to access pay information about themselves contained in this system should address written inquiries to the member's local disbursing office.

Active Duty/Reserve Members seeking access to pay information about themselves contained in this system should address written inquiries to the member's immediate commanding officer.

Retired Members seeking to access personnel information about themselves contained in this system should address written inquiries to the Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Individual should provide their full name, Social Security Number, and the request must be signed.

In order to personally visit the above addresses and obtain information, individuals must present a military identification card, a driver's license, or other proof of identity.'

\* \* \* \* \*

#### RECORD SOURCE CATEGORIES:

Delete entry and replace with 'Recruiting offices, disbursing offices, active and reserve Marine Corps unit administration offices, and the individual are the principle source of the information contained in the MCTFS record for that person.'

\* \* \* \* \*

#### MFD00003

##### SYSTEM NAME:

Marine Corps Total Force System (MCTFS).

##### SYSTEM LOCATION:

Primary locations: Defense Mega-Center, St. Louis, MO 63120-1798.

Defense Finance and Accounting Service-Kansas City Center, 1500 East

Bannister Road, Kansas City, MO 64197-0001. The Financial Systems Activity-Kansas City, 1500 East Bannister Road, Kansas City, MO 64197-0001.

Manpower Information Systems Support Activity, 1500 East Bannister Road, Kansas City, MO 64197-0001.

##### Decentralized segments:

Manpower Information System Support Office-02, Marine Corps Base, Camp LeJeune NC 28542-5000.

Manpower Information System Support Office-03, Marine Corps Base, Camp Pendleton, CA 92055-5000.

Manpower Information System Support Office-06, Marine Corps Base, Hawaii, Kaneohe Bay, HI 96863-5000.

Manpower Information System Support Office-09, Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Manpower Information System Support Office-16 and 17, Marine Corps Support Activity, Kansas City, MO 64197-0001.

Manpower Information System Support Office-11, Headquarters, Washington, DC 20380-1775.

Manpower Information System Support Office-27, Marine Corps Base, Camp S.D. Butler, Okinawa, JA, FPO AP 98773-5001.

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

Marine Corps Total Force System (MCTFS) contains the personnel records of all active, reserve and retired Marines. MCTFS also contains the pay records of active and reserve Marines.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

File contains personnel and pay data which includes, but is not limited to Name, rank/grade, Social Security Number, date of birth, citizenship, marital status, home of record, dependents information including their Social Security Numbers, records of emergency data, enlistment contract or officer acceptance form identification, duty status, component code, population group, sex, ethnic group, duty information duty station/personnel assignment, unit information, security investigation date/type, leave account information, separation document code, test scores/information, language proficiency, military/civilian/off-duty education, training information to include marksmanship data, physical fitness data, swim qualifications, military occupational specialties, military skills and schools, awards, combat tour information, aviation/pilot/flying time data, reserve drill information, reserve unit information, lineal precedence number, limited duty

officer/warrant officer footnote, TAD data, overseas deployment data, limited medical data, conduct and proficiency marks, years in service, promotional data, weight control and military appearance data, commanding officer assignment/relief data, joint MOS data, and related data. Pay data included leave and earnings statement which may include base pay, allowances, allotments, bond authorization, health care coverage, dental coverage (if applicable), special pay and bonus data, federal and state withholding/income tax data, FDIC contributions, Medicare, Social Security, SGLI deductions, leave account, wage and summaries, reserve drill pay, reserve AT pay, and other personnel/pay management data.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5013 and 37 U.S.C. 5031 and 5201.

#### PURPOSE(S):

To maintain records of pay and personnel data on all active and reserve Marine Corps personnel, and to maintain personnel data from all retired Marine Corps personnel.

#### 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 Attorney General of the U.S. - By officials and employees of the Attorney General in connection with litigation, law enforcement or other matters under the legal representative of the Executive Branch agencies.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Federal, state and local government agencies - By officials and employees of federal, state and local government through Official request for information with respect to law enforcement, investigatory procedures, criminal prosecution, civil court action and regulatory order.

The 'Blanket Routine Uses' set forth at the beginning of the Marine Corp'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:**

Data is recorded on magnetic records and discs, computer printouts, microfilm, file folders, compact disc, electronic media and other documents.

**RETRIEVABILITY:**

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Computerized and conventional indices are required to retrieve individual records from the system. Normally, all types of records are retrieved by Social Security Number and name.

**SAFEGUARDS:**

Building management employs security guards; building is locked nights and holidays. Authorized persons may enter and leave the building during nonworking hours but must sign in and out. Records maintained in areas assessable only to authorized personnel have a specific and recorded need-to-know. On-line data sets (both type and disc) pertaining to personnel information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.

**RETENTION AND DISPOSAL:**

Magnetic records are maintained on all military personnel and certain civilians while they are in service or employed by the service and for a period of 11 months after separation. Paper and film records are maintained for a period of 10 years after the final transaction, then they are destroyed. End calendar and fiscal year 'snapshots' of the MMS data base are maintained indefinitely in magnetic form at Headquarters, U.S. Marine Corps.

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

The Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Director, Defense Finance and Accounting Service - Kansas City Center, 1500 East Bannister Road, Kansas City, MO 64197-0001

**NOTIFICATION PROCEDURE:**

Active Duty/Reserve Members seeking to determine whether pay information about themselves is contained in this

system should address written inquiries to the member's local disbursing office.

Active Duty/Reserve Members seeking to determine whether pay information about themselves is contained in this system should address written inquiries to the member's immediate commanding officer.

Retired Members seeking to determine whether personnel information about themselves is contained in this system should address written inquiries to the Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Individual should provide their full name, Social Security Number, and the request must be signed.

In order to personally visit the above addresses and obtain information, individuals must present a military identification card, a driver's license, or other proof of identity.

**RECORDS ACCESS PROCEDURES:**

Active Duty/Reserve Members seeking to access pay information about themselves contained in this system should address written inquiries to the member's local disbursing office.

Active Duty/Reserve Members seeking access to pay information about themselves contained in this system should address written inquiries to the member's immediate commanding officer.

Retired Members seeking to access personnel information about themselves contained in this system should address written inquiries to the Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Individual should provide their full name, Social Security Number, and the request must be signed.

In order to personally visit the above addresses and obtain information, individuals must present a military identification card, a driver's license, or other proof of identity.

**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:**

Recruiting offices, disbursing offices, active and reserve Marine Corps unit administration offices, and the individual are the principle source of the information contained in the MCTFS record for that person.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 96-22856 Filed 9-6-96; 8:45 am]

BILLING CODE 5000-04-F

**DEPARTMENT OF EDUCATION****Notice of Proposed Information Collection Requests**

**AGENCY:** Department of Education.

**ACTION:** Submission for OMB review; comment request.

**SUMMARY:** The Director, Information Resources Group, invites comments on the proposed information collection requests as required by the Paperwork Reduction Act of 1995.

**DATES:** Interested persons are invited to submit comments on or before October 9, 1996.

**ADDRESSES:** Written comments should be addressed to the Office of Information and Regulatory Affairs, Attention: Wendy Taylor, Desk Officer, Department of Education, Office of Management and Budget, 725 17th Street, NW., Room 10235, New Executive Office Building, Washington, DC 20503. Requests for copies of the proposed information collection requests should be addressed to Patrick J. Sherrill, Department of Education, 600 Independence Avenue, S.W., Room 5624, Regional Office Building 3, Washington, DC 20202-4651.

**FOR FURTHER INFORMATION CONTACT:**

Patrick J. Sherrill (202) 708-8196. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

**SUPPLEMENTARY INFORMATION:** Section 3506 of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35) requires that the Office of Management and Budget (OMB) provide interested Federal agencies and the public an early opportunity to comment on information collection requests. OMB may amend or waive the requirement for public consultation to the extent that public participation in the approval process would defeat the purpose of the information collection, violate State or Federal law, or substantially interfere with any agency's ability to perform its statutory obligations. The Director of the Information Resources Group publishes this notice containing proposed information collection requests prior to submission of these requests to OMB. Each proposed information collection, grouped by office, contains the