

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

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

ACTION: Proposed revisions to an existing system of record.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-52, "Passport and Visa Records." The revisions will update the address of the system location and the system manager.

EFFECTIVE DATE: These actions will be effective on or before April 2, 1999.

FOR FURTHER INFORMATION CONTACT: Chief, Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is amending OS-52, "Passport and Visa Records," to update the address of the system location and system manager. Accordingly, the Department of the Interior proposed to amend the "Passport and Visa Records," OS-52 system notice in its entirety to read:

Sue Ellen Sloca,
Office of the Secretary Privacy Act Officer,
National Business Center.

INTERIOR/OS-52**SYSTEM NAME**

Passport and Visa Records—Interior, OS-52

SYSTEM LOCATION:

Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

- (1) Employees of the Department of the Interior who travel on official business.
- (2) Employees of independent agencies, councils, and commissions who are provided administrative support by the Department of the Interior who travel on official business.
- (3) Individuals who travel on official business on behalf of the Department of the Interior.

CATEGORIES OF RECORDS IN THE SYSTEM:

Passports and visas.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

22 U.S.C. 211a.

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

The primary purpose of the system is to initiate, obtain and maintain passports and visas.

Disclosures outside the Department of the Interior may be made:

- (1) To other Federal agencies, to transfer passports and visas.
- (2) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled.
- (3) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation of or for enforcing or implementing a statute, rule, regulation, order or license, when the disclosing agency becomes aware of information indicating a violation or potential violation of a statute, rule, regulation, order or license.
- (4) To a congressional office in connection with an inquiry an individual covered by the system has made to the congressional office.

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

Passports and visas are stored in a locked safe.

RETRIEVABILITY:

Passports and visas are filed and retrieved by the name of the individual to whom they are assigned.

SAFEGUARDS:

Passports and visas are stored in a locked room in a manipulation-proof, three-way-combination-lock, steel safe. Access to records is granted only to authorized personnel.

RETENTION AND DISPOSAL:

General Records Schedule No. 9, Item No. 4.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Financial Management Services, National

Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

NOTIFICATION PROCEDURES:

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

RECORD ACCESS PROCEDURES:

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

CONTESTING RECORD PROCEDURES:

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

RECORD SOURCE CATEGORIES:

Employees of the Department who travel on official business; employees of independent agencies, councils, and commissions who are provided administrative support by the Department who travel on official business; and individuals who travel on official business on behalf of the Department.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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BILLING CODE 4310-RK-M

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

AGENCY: Office of Aircraft Services, Department of the Interior.

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of Aircraft Services is issuing public notice of its intent to modify an existing Privacy Act system of records, DOI-07, "Federal and Non-Federal Aviation Personnel, Equipment, and Mishap Information System." The revisions will reflect the reorganization of the Northwest Area Office and update the address of the Alaska Regional Office.

EFFECTIVE DATE: These actions will be effective April 7, 1999.

FOR FURTHER INFORMATION CONTACT:

Director, Office of Aircraft Services,
2350 W. Robinson Road, Boise, Idaho
83705-5355.

SUPPLEMENTARY INFORMATION: The Office of Aircraft Services is amending the system notice for DOI-07, "Federal and Non-Federal Aviation Personnel, Equipment, and Mishap Information System" to reflect an organizational change within the agency. The Office of Aircraft Services' Northwest Area Office and Southwest Area Office were consolidated under one Area Director to form the West Area Office. Each office is identified by its geographical location, i.e., West Area Office—Boise and West Area Office—Phoenix. The notice is also being amended to update the address of the Alaska Regional Office. Accordingly, the Office Aircraft Services proposes to amend the "Federal and Non-Federal Aviation Personnel, Equipment, and Mishap Information System," DOI-07, in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/DOI-07**SYSTEM NAME:**

Federal and Non-Federal Aviation Personnel, Equipment, and Mishap Information System—Interior, DOI-07.

SYSTEM LOCATION:

(1) National headquarters: Office of the Director, Aviation Safety Office, Office of Aircraft Services, 2350 W. Robinson Road, Boise, Idaho 83705-5355.

(2) Office of Aircraft Services, Division of Technical Services, 2350 West Robinson Road, Boise, Idaho 83705-5355.

(3) Office of Aircraft Services, Alaska Regional Office, 4837 Aircraft Drive, Anchorage, Alaska 99502-1052.

(4) Office of Aircraft Services, West Area Office—Boise, 2741 Airport Way, Boise, Idaho 83705.

(5) Office of Aircraft Services, West Area Office—Phoenix, One West Deer Valley Road, Suite 204, Phoenix, Arizona 85027.

(6) Office of Aircraft Services, East Area Office, 1954 Airport Road, Suite 101, Chamblee, Georgia 30341.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

(1) Professional, dual-function and incidental pilots, air crews, mechanics and ground personnel employed by Interior bureaus.

(2) Pilots, aircrews, mechanics, and ground personnel of commercial operators utilized by Interior bureaus.

(3) Pilots, aircrews, mechanics, and ground personnel of cooperating government agencies, organizations and private individuals.

CATEGORIES OF RECORDS COVERED BY THE SYSTEM:

The system contains information relative to certificates, qualifications, experience levels, training and proficiency, and performance of individuals. Identifying information pertaining to individuals includes name, birth date, and social security number of Federal Aviation Administration certificate number. The system also contains aviation mishap data pertaining to accidents, incidents, aviation hazards and maintenance deficiencies. This information includes accident summary, accident and other mishap reports, type of mishap, and pilot crewmember, and mechanic certificate number.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 USC 301; Reorganization Plan 3 of 1950.

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

The primary purposes of the system are:

(1) To determine if aircraft/crew/mechanic/ground personnel are in compliance with Office of Aircraft Services procedures and directives.

(2) To perform aircraft mishap trend analysis and develop statistical data for use in the Interior Aircraft Accident Prevention Program.

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

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

(3) To a Federal agency which has requested information necessary or relevant to the hiring, firing, or retention of an employee, or issuance of a security clearance, contract, license, pilot

qualification card, grant or other benefit, but only to the extent that the information disclosed is relevant and necessary to the requesting agency's decision on the matter.

(4) To Federal, State, or local agencies or commercial businesses where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, pilot qualification card, grant or other benefit.

(5) To a congressional office in connection with an inquiry an individual covered by the system has made to the congressional office.

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

Records are maintained manually, in file folders or on microfiche film, and/or electronically, in computer files.

RETRIEVABILITY:

(1) Records on Interior employees are indexed by name, date of birth, Social Security number, Federal Aviation Administration certificate number, agency, location duty classification, type of mishap, and accident summary.

(2) Records on commercial operator personnel are indexed by name, date of birth, Social Security number, Federal Aviation Administration certificate number, type of mishap, and accident summary.

(3) Records on cooperating government agencies, organizations, and private individuals are indexed by name, date of birth, Social Security number, Federal Aviation Administration certificate number, agency location, type of mishap and accident Summary

SAFEGUARDS:

Access to records is limited to Departmental employees who have an official need to use the records in the performance of their duties. When not in use by authorized personnel, paper and microfiche records are stored in locked file cabinets or in secured rooms. Electronically stored records are protected from unauthorized access through use of access codes, entry logs, and other system-based protection methods.

RETENTION AND DISPOSAL:

Records in this system are retained for seven (7) years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

(1) National headquarters: Office of Aircraft Services, Aviation Safety Office, 2350 W. Robinson Road, Boise, Idaho 83705-5355.

(2) Chief, Division of Technical Services, Office of Aircraft Services, 2350 W. Robinson Road, Boise, Idaho 84705-5355.

(3) Regional Director, Alaska Regional Office, Office of Aircraft Services, 4837 Aircraft Drive, Anchorage, Alaska 99502-1052.

(4) Area Director, West Area Office—Boise, Office of Aircraft Services, 2741 Airport Way, Boise, Idaho 83705.

(5) Office of Aircraft Services, West Area Office—Phoenix, One West Deer Valley Road, Suite 204, Phoenix, Arizona 85027.

(6) Area Director, East Area Office, Office of Aircraft Services, 1954 Airport Road, Suite 101, Chamblee, Georgia 30341.

NOTIFICATION PROCEDURE:

A request for notification of the existence of records shall be addressed to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access to records shall be addressed to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A request for amendment of a record shall be addressed to the appropriate System Manager. The request must be in writing, signed by the requestor, and comply with the content requirements of 43 CFR 2.71.

EXEMPTIONS CLAIMED BY THE SYSTEM:

None.

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DEPARTMENT OF THE INTERIOR

Office of the Secretary

Privacy Act of 1974; As Amended; Deletion of an Existing System of Records

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

ACTION: Proposed deletion of an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to delete an existing Privacy Act system of records notice, OS-87, "Cash Receipts."

EFFECTIVE DATE: This action will be effective April 7, 1999.

FOR FURTHER INFORMATION CONTACT:

Chief, Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, D.C. 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is deleting OS-87, "Cash Receipts," because a separate system of records, accessible by the names of individuals paying for goods or services in cash or receiving cash, is no longer being maintained by the National Business Center.

Sue Ellen Sloca,

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

INTERIOR/OS-87

SYSTEM NAME:

Cash Receipts—Interior, OS-87.

ORIGINAL FEDERAL REGISTER PUBLICATION CITATION:

51 FR 25614, July 15, 1986.

REASON FOR DELETION:

The National Business Center no longer maintains a separate system of records relating to cash receipts from individuals and cash disbursements to individuals because it stopped transacting business in cash on October 1, 1998.

DISPOSITION OF RECORDS:

Records remaining from OS-87, "Cash Receipts," that have not yet officially been scheduled for destruction, in accordance with General Records Schedule No. 6, Item No. 1, will be retained by the National Business Center until their official destruction date. Requests for notification of the existence of records on named individuals, access to records on named individuals, and amendment of records on named individuals that were filed in "Cash Receipts," OS-87, which have not yet been destroyed, should be sent to the following address: Chief Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

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DEPARTMENT OF THE INTERIOR

Office of the Secretary

Privacy Act of 1974; As Amended; Revisions to the Existing System of Records

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

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records, OS-46, "Secretarial Subject Files." The revisions will update the address of the system location and the system manager, and the storage, retrievability, safeguards, and records retention and disposal statements.

EFFECTIVE DATE: These actions will be effective on April 7, 1999.

FOR FURTHER INFORMATION CONTACT: Office of the Secretary Records Officer, Division of Technology Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1414 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: The Office of the Secretary is amending OS-46, "Secretarial Subject Files," to update the address of the system location and system manager and to more accurately describe how records contained in the system are stored, retrieved, safeguarded, retained and disposed of. Accordingly, the Department of the Interior proposes to amend the system notice for "Secretarial Subject Files," OS-46 in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/OS-46

SYSTEM NAMED:

Secretarial Subject Files—Interior, OS-46.

SYSTEM LOCATION:

Division of Technology Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1414 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals writing to or receiving correspondence from the following Department of the Interior officials: The Secretary, the Under Secretary, the Deputy Secretary, the Solicitor, the Assistant Secretaries, the Deputy