

CONTESTING RECORD PROCEDURES:

An individual requesting amendment of a record maintained on him or her should address his/her request to the appropriate System Manager. The request must be in writing, be signed by the requestor, and comply with the Department's Privacy Act Regulations regarding verification of identity and amendment of records as required by 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Information in this system of records comes from the individual to whom it applies, the supervisor of the individual if the individual was referred by a supervisor, the Employer Assistance Program staff member who records the counseling session, and the therapists or institutions used as referrals or providing treatment.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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

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

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-20, "Secretarial Controlled Correspondence File." The revisions will update the record source categories statement and the address of the system location and system manager.

EFFECTIVE DATE: These actions will be effective on April 23, 1999.

FOR FURTHER INFORMATION CONTACT:

Director, Office of Executive Secretariat, U.S. Department of the Interior, 1849 C Street NW, MS-7229 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: The Department of the Interior is proposing to amend the system notice for OS-20, "Secretarial Controlled Correspondence File," to update the record source categories statement and the address of the system location and system manager to reflect changes that have occurred since the notice was last published.

Accordingly, the Department of the Interior proposes to amend the "Secretarial Controlled Correspondence File," OS-20, system notice in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/OS-20**SYSTEM NAME:**

Secretarial Controlled Correspondence File—Interior, OS—20.

SYSTEM LOCATION:

Office of Executive Secretariat, U.S. Department of the Interior, 1849 C Street NW, MS-7229 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Persons who have written to the Secretary of the Interior on official business.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information identifying the author(s) of correspondence received, date and subject of the correspondence, disposition of the correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 43 U.S.C. 1457; 44 U.S.C. 3101; 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 use of the records is to ascertain the status of official correspondence sent to the Secretary of the Interior.

Disclosures outside the Department of the Interior may be made:

(1) To another Federal agency to enable that agency to respond to an inquiry by the individual to whom the record pertains.

(2) To the Department of Justice, or to a court, adjudicative or other administrative body, or to a party in litigation before a court or adjudicative or administrative body, when: (a) One of the following is a party to the proceeding or has an interest in the proceeding: (1) The Department or any component of the Department; (2) Any Departmental employee acting in his or her official capacity; (3) Any Departmental employee acting in his or her individual capacity where the Department or the Department of Justice has agreed to represent the employee; or (4) The United States, when the Department determines that the Department is likely to be affected by the proceeding; and (b) The Department

deems the disclosure to be: (1) Relevant and necessary to the proceeding; and (2) Compatible with the purpose for which it compiled the information.

(3) To the appropriate Federal, State, tribal, local or foreign governmental agency that is responsible for investigating, prosecuting, enforcing or implementing a statute, rule, regulation order or license, when the Department becomes aware of an indication of a violation or potential violation of the statute, rule, regulation, order or license.

(4) To a congressional office in response to an inquiry to that office by the individual to whom the record pertains.

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

Records are stored in an automated database.

RETRIEVABILITY:

Records are retrieved by a unique number assigned by the automated system to each letter received, name of correspondent(s), subject(s) of correspondence, date of correspondence, date correspondence received in the Office of Executive Secretariat, and disposition of correspondence.

SAFEGUARDS:

Records are maintained in a secure database with access limited by security software. Database is installed on hardware located in a secure room.

RETENTION AND DISPOSAL:

Records are retained and disposed of in accordance with General Records Schedule No.23, Item No.3, which you can find at <http://www.nara.gov>.

SYSTEM MANAGER(S) AND ADDRESSES:

Director, Office of Executive Secretariat, U.S. Department of the Interior, 1849 C Street NW, MS-7229 MIB, Washington, DC 20240.

NOTIFICATION PROCEDURES:

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

RECORD ACCESS PROCEDURES:

An individual requesting access to records maintained on him or her should address his/her request to the System Manager. The request must be in writing, signed by the requestor, and

comply with the requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

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

RECORD SOURCE CATEGORIES:

The information contained in this system of records is obtained both from the individuals to whom the records pertain and the agency officials who respond to the correspondence received.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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DEPARTMENT OF THE INTERIOR

Office of the Secretary

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

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

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary (OS) is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-82, "Executive and Manager Development Program (EMDP)." The revisions will update the system name and number, the categories of records in the system, safeguards, and retention and disposal statements, and address of the system locations and system managers.

EFFECTIVE DATE: These actions will be effective on April 23, 1999.

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

SUPPLEMENTARY INFORMATION: The Department of the Interior is proposing to amend the system notice for OS-82, "Executive and Manager Development Program (EMDP)," to update the name of the system to more adequately describe the current executive and managerial training being provided to Departmental employees, and the system number to more accurately

reflect the Departmentwide scope of the system. The Executive and Manager Development Program described in the system notice when it was first published has been replaced by the Senior Executive Service Candidate Development Program, a competitive twelve-month developmental program open to GS-14 and GS-15 applicants to enhance candidates' managerial and leadership skills in preparation for Office of Personnel Management certification of graduates' managerial competencies for noncompetitive Senior Executive Service selection, and the Team Leadership Program, a related developmental program open to applicants at the GS-11 through GS-13 levels. The Department is also proposing to update the categories of records in the system statement to indicate, more specifically, what types of records are being maintained on individuals covered by the system, and to update the safeguards and retention and disposal statements and the address of the system locations and system managers to reflect changes that have occurred since the notice was last published. Accordingly, the Department of the Interior proposes to amend the "Executive and Manager Development Program (EMDP)," OS-82 system notice in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/DOI-82

SYSTEM NAME:

Executive Development Programs
Files—Interior, DOI-82.

SYSTEM LOCATION:

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

(2) Department of the Interior University, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-7129 MIB, Washington, DC 20240.

(3) Bureau personnel offices:

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

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

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

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

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

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

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

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

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Departmental employees who apply for, participate in, and/or graduate from Departmentwide executive development programs such as the Senior Executive Service Candidate Development Program and the Team Leadership Program.

CATEGORIES OF RECORDS IN THE SYSTEM:

Application and nomination documents, reports of training assignments, evaluation statements, and lists of graduates. Application and nomination documents contain personal information that may include the following (or similar) data elements: name, date of birth, Social Security number, home address and telephone number, physical limitations or interests which might affect type of location of assignment, career interests, education history, work or skills experience, outside activities (including membership in professional organizations), listing of special qualifications, licenses and certificates held, listing of honors and awards, career goals and objectives, and annual supervisory evaluations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 3301; Pub. L. 91-616, Pub. L. 92-255, Pub. L. 93-282, Pub. L. 79-258 (5 U.S.C. 7901); OMB Circular A-72.

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

The primary uses of the records are:

(a) By personnel staffing specialists, evaluation panel members, and selecting officials to determine selections for the programs.

(b) By employee development specialists for purposes of review in connection with training and employee development activities, transfers, promotions, reassignments, adverse actions, disciplinary actions, and determination of qualifications, of an individual.

(c) By bureau and Departmental officials for setting out developmental goals and objectives of the employee