

revised system of records may do so by submitting comments in writing to the U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, 381 Elden Street, Herndon, Virginia 20170-4817. Comments received within 40 days of publication in the **Federal Register** will be considered. The system will be effective as proposed at the end of the comment period, unless comments are received which would require a contrary determination.

ADDRESSES: Send written comments to U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, Herndon, Virginia 20170-4817.

FOR FURTHER INFORMATION CONTACT: Safety and Occupational Health Manager, Procurement and Support Services Division, Minerals Management Service, MS-2520, 381 Elden Street, Herndon, Virginia 20170-4817.

SUPPLEMENTARY INFORMATION: The MMS is proposing to amend the system notice for MMS-3, "Accident Reports and Investigations," to more accurately and clearly describe the address of the System Manager. The revision reflects a change of address in the Herndon, Virginia, System Manager location.

Accordingly, the MMS proposes to amend the "Accident Reports and Investigations," MMS-3 in its entirety to read as follows:

Robert E. Brown,

Associate Director for Administration and Budget.

INTERIOR/MMS-3

SYSTEM NAME:

Accident Reports and Investigations—Interior, MMS-3.

SYSTEM LOCATION:

Procurement and Support Services Division, Minerals Management Service, Mail Stop 2520, 381 Elden Street, Herndon, Virginia 20170-4817.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All personnel of the Minerals Management Service (MMS) who have had on-the-job accidents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Form DI-134, Accident Reports, correspondence, historical information, and corrective action reviews relating to accidents which have occurred on-the-job.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7902.

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: (1) To maintain records of accidents in which MMS employees have been involved; (2) to report statistics and trends to the Department; (3) to monitor and report progress of the safety program in the MMS, using historical data and records of actions taken. Disclosure outside of the Department may be made: (1) To the U.S. Department of Justice or in a proceeding before a court of 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 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) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the status, rule, regulation, order, or license; (3) to a congressional office from the record of an individual in response to an inquiry the individual has made to the congressional office; (4) to a Federal Agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant, or other benefit; and (5) of Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee or the issuance of a security clearance license, contract, grant, or other benefit.

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

STORAGE:

Maintained in manual form in file folders.

RETRIEVABILITY:

By name of individual.

SAFEGUARDS:

Kept in locked cabinet. Access limited to authorized personnel.

RETENTION AND DISPOSAL:

Retention and disposal is in accordance with General Records Schedule No. 18, Item No. 12.

SYSTEM MANAGER(S) AND ADDRESS:

Safety and Occupational Health Manager, Procurement and Support Services Division, Minerals Management Service, Mail Stop 2520, 381 Elden Street, Herndon, VA, 20170-4817.

NOTIFICATION PROCEDURE:

A written and signed request stating that the requester seeks information concerning records pertaining to him or her must be addressed to the System Manager. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access must be in writing, signed by the requester, submitted to the Systems Manager, and meet the requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment shall be addressed to the System Manager and meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Accident victims, witnesses, supervisors, and investigators.

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DEPARTMENT OF THE INTERIOR

Minerals Management Service

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

AGENCY: Minerals Management Service, 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 Minerals Management Service (MMS) is issuing public notice of its intent to modify an existing Privacy Act system of records notice, MMS-4, "Personnel Security System." The revision identifies an organizational change and updates the address of the System Manager.

EFFECTIVE DATE: 5 U.S.C. 552a(e)(11) requires that the public be provided a 30-day period in which to comment on the intended use of the information in the system of records. The Office of Management and Budget, in its Circular A-130, requires an additional 10-day period (for a total of 40 days) in which to make these comments. Any persons interested in commenting on this revised system of records may do so by submitting comments in writing to the U.S. Department of the Interior, Minerals Management Service, ATTN:

MMS Privacy Act Officer, MS-2200, 381 Elden Street, Herndon, Virginia 20170-4817. Comments received within 40 days of publication in the **Federal Register** will be considered. The system will be effective as proposed at the end of the comment period, unless comments are received which would require a contrary determination.

ADDRESSES: Send written comments to U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, Herndon, Virginia 20170-4817.

FOR FURTHER INFORMATION CONTACT: Security Personnel Officer Chief, Office of Administration and Budget, Minerals Management Service, MS-2400, 381 Elden Street, Herndon, Virginia 20170-4817.

SUPPLEMENTARY INFORMATION: The MMS is proposing to amend the system notice for MMS-4, "Personnel Security System," to identify an organizational change and more accurately and clearly describe the address of the System Manager. The revisions reflect a change of address in the Herndon, Virginia, System Manager location.

Accordingly, the MMS proposes to amend the "Personnel Security System," MMS-4 in its entirety to read as follows:

Robert E. Brown,

Associate Director for Administration and Budget.

INTERIOR/MMS-4

SYSTEM NAME:

Minerals Management Service (MMS) Personnel Security System—Interior, MMS-4.

SYSTEM LOCATION:

Department of the Interior, Minerals Management Service (MMS), Office of Administration and Budget, Personnel Division, Mail Stop 2400, 381 Elden Street, Herndon, Virginia 20170-4817.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former Minerals Management Service (MMS) employees and contract employees working for the MMS who: (1) Have been subject to personnel security investigations to determine suitability for placement in sensitive positions, require access to national security information, and/or require ADP access authorization and/or (2) require access to MMS buildings or individual offices.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, sensitivity type, date of birth, place of birth, social security number, organization code, position title, grade,

duty station, Office of Personnel file folder location (OPF), clearance, clearance date, access, clearance termination date, ADP type, grant date, ADP termination date, briefing information, suitability date, investigation basis, Agency conducting investigation, investigation completion date, investigation update and upgrade information, MMS termination date, pending code, remarks. For building passes and keys the height, weight, hair and eye color and employment status information is required. The automated portion of this system is only a compilation of records manually maintained.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order 10501; 40 U.S.C. 486(c); 41 CFR 101-201.103.

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 (1) Ensure that investigative requirements of Federal Personnel Manual 731 are satisfied and to provide a current record of MMS employees with clearance and ADP access authorization; and (2) provide access cards and keys to MMS buildings and offices. Disclosure outside of the Department may be made: (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) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local, or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license; (3) to a Congressional office from the record of an individual in response to an inquiry the individual has made to the Congressional office; (4) to a Federal Agency which has requested information relevant or necessary to its hiring or retention of an employee or issuance of a security clearance, license, contract, grant or other benefit, and (5) to Federal State, or local agencies where necessary to obtain information relevant

to the hiring or retention of an employee or the issuance of a security clearance, license, contract, grant or other benefit; (6) to the Office of Personnel Management for matters concerned with oversight activities necessary for the Office to carry out its legally authorized Governmentwide personnel management programs and functions.

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

STORAGE:

Manual systems are maintained in locked GSA approved security containers. Automated data base system maintained on hard disk with password entry required.

RETRIEVABILITY:

Indexed by individual name or social security number.

SAFEGUARDS:

Maintained within the Personnel Division meeting the requirements of 43 CFR 2.51.

RETENTION AND DISPOSAL:

These records are maintained in accordance with the General Records Schedule Number 18, Item Number 23.

SYSTEM MANAGER(S) AND ADDRESS:

Personnel Security Officer, Office of Administration and Budget, Minerals Management Service, Mail Stop 2400, 381 Elden Street, Herndon, Virginia 20170-4817

NOTIFICATION PROCEDURE:

Inquires regarding the existence of records should be addressed to the Personnel Security Officer. A signed request is required if an individual would like information concerning his/her records. See 43 CFR 2.60.

RECORD ACCESS PROCEDURE:

A request for access may be addressed to the Personnel Security Officer. The request must be in writing and be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the Personnel Security Officer and must meet the requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individual on whom record is maintained.

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