

information in the system of records has been compromised; (2) the Agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by GSA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with GSA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

System records and documents are electronically stored on servers and/or compact discs.

**RETRIEVABILITY:**

Records may be retrieved by name and/or other personal identifier or appropriate type of designation.

**SAFEGUARDS:**

System records are safeguarded in accordance with the requirements of the Privacy Act, the Computer Security Act, and the eLease System Security Plan. Technical, administrative, and personnel security measures are implemented to ensure confidentiality and integrity of the data. Security measures include password protections, assigned roles, and transaction tracking.

**RETENTION AND DISPOSAL:**

Disposition of records will be according to the National Archives and Records Administration (NARA) guidelines, set forth in the GSA Records Maintenance and Disposition System (OAD P 1820.2A) handbook.

**SYSTEM MANAGER AND ADDRESS:**

eLease Program Manager, Systems Development Division (PGAB), Office of the PBS Chief Information Officer, General Services Administration, 1800 F Street, NW., Washington DC 20405.

**NOTIFICATION PROCEDURES:**

Individuals may obtain information about their records from the eLease Program Manager at the above address.

**RECORD ACCESS PROCEDURES:**

Requests from individuals for access to their records should be addressed to the eLease Program Manager. GSA rules for individuals requesting access to their records are published in 41 CFR part 105-64.

**CONTESTING RECORD PROCEDURES:**

Individuals may contest their records' contents and appeal determinations according to GSA rules published in 41 CFR part 105-64.

**RECORD SOURCE CATEGORIES:**

Information is obtained from individuals who are offerors or lessors of GSA PBS building leases.

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**GENERAL SERVICES ADMINISTRATION**

**Privacy Act of 1974; Notice of Updated Systems of Records**

**AGENCY:** General Services Administration.

**ACTION:** Notice.

**SUMMARY:** GSA reviewed its Privacy Act systems to ensure that they are relevant, necessary, accurate, up-to-date, covered by the appropriate legal or regulatory authority, and in response to OMB M-07-16. This notice is a compilation of updated Privacy Act system of record notices.

**DATES:** Effective May 27, 2008.

**FOR FURTHER INFORMATION CONTACT:** Call or e-mail the GSA Privacy Act Officer: telephone 202-208-1317; e-mail [gsa.privacyact@gsa.gov](mailto:gsa.privacyact@gsa.gov).

**ADDRESSES:** GSA Privacy Act Officer (CIB), General Services Administration, 1800 F Street, NW., Washington, DC 20405.

**SUPPLEMENTARY INFORMATION:** GSA undertook and completed an agency-wide review of its Privacy Act systems of records. As a result of the review GSA is publishing updated Privacy Act systems of records notices. Rather than make numerous piecemeal revisions, GSA is republishing updated notices for one of its systems. Nothing in the revised system notices indicates a change in authorities or practices regarding the collection and maintenance of information. Nor do the changes impact individuals' rights to access or amend their records in the systems of records. The updated system notices also include the new requirement from OMB Memorandum M-07-16 regarding a new routine use that allows agencies to disclose information in connection with a response and remedial efforts in the event of a data breach.

Dated: April 16, 2008.

**Cheryl M. Paige,**

*Director, Office of Information Management.*

**GSA/HRO-37**

**SYSTEM NAME:**

Personnel Security files.

**SECURITY CLASSIFICATION:**

Some records in the system are classified under Executive Order 12958 as amended.

**SYSTEM LOCATION:**

Personnel security files are maintained with other appropriate records in the Personnel Security Requirements Division (CPR), GSA Building, 1800 F Street NW., Washington, DC 20405.

**SYSTEM LOCATION:**

Employees, applicants for employment, former employees of GSA and of commissions, committees, small agencies serviced by GSA, contractors, students, interns, volunteers, individuals authorized to perform or use services provided in GSA facilities (e.g. Credit Union or Fitness Center) and individuals formerly in any of these positions that require regular, ongoing access to federal facilities, information technology systems or information classified in the interest of national security. Included are historical researchers, experts or consultants, and employees of contractors performing services for GSA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Personnel security files contain information such as name, former names, date and place of birth, home address, phone numbers, height, weight, hair color, eye color, sex, passport information, military information, civil court information, employment history, residential history, Social Security Number, occupation, experience, and investigative material, education and degrees earned, names of associates and references and their contact information, citizenship, names of relatives, citizenship of relatives, names of relatives who work for the federal government, criminal history, mental health history, drug use, financial information, fingerprints, summary report of investigation, results of suitability decisions, level of security clearance, date of issuance of security clearance, requests for appeals, witness statements, investigator's notes, tax return information, credit reports, security violations, circumstances of violation, and agency action taken.

*Forms:* SF-85, SF-85P, SF-86, SF-87, GSA Form 3665, OF306, FD258, GSA Form 1380, GSA Form 3648.

**AUTHORITY FOR MAINTAINING THE SYSTEM:**

Depending upon the type of investigation, GSA is authorized to ask for this information under Executive Orders 10450 as amended, 10865 as amended, 12968 as amended, and 12958 as amended; sections 3301 and 9101 of title 5, U.S. Code; sections 2165 and 2201 of title 42, U.S. Code; parts 5, 731, 732, and 736 of title 5, Code of Federal Regulations; and Homeland Security Presidential Directive 12.

**PURPOSE:**

To assemble in one system information pertaining to issuing security clearances and public trust certifications, suitability decisions, fitness for service of applicants for federal employment and contract positions, and administrative actions. Information security files also are used for recommending administrative action against employees found to be violating GSA classified national security information regulations.

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

- a. In any legal proceeding, where pertinent, to which GSA is a party before a court or administrative body.
- b. To the Department of Justice when:
  - (a) The agency or any component thereof; or
  - (b) any employee of the agency in his or her official capacity; or
  - (c) any employee of the agency in his or her individual capacity where agency or the Department of Justice has agreed to represent the employee; or
  - (d) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by DOJ is therefore deemed by the agency to be for a purpose compatible with the purpose for which the agency collected the records.
- c. To authorized officials engaged in investigating or settling a grievance, complaint, or appeal filed by an individual who is the subject of the record.
- d. Except as noted on Forms SF-85, 85-P, and 86, when a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto,

disclosure may be made to the appropriate public authority, whether Federal, foreign, State, local or tribal, or otherwise, responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative or prosecutorial responsibility of the receiving entity.

e. To a Federal agency in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation; the letting of a contract; or the issuance of a grant, license, or other benefit to the extent that the information is relevant and necessary to a decision.

f. To agency contractors or volunteers who have been engaged to assist the agency in the performance of a contract service, cooperative agreement, or other activity related to this system of records and who need to have access to the records in order to perform their activity. Recipients shall be required to comply with the requirements of the Privacy Act of 1974, as amended, 5 U.S.C. 552a.

g. To the Office of Personnel Management (OPM), the Office of Management and Budget (OMB), or the Government Accountability Office (GAO) when the information is required for program evaluation purposes.

h. To a Member of Congress or staff on behalf of and at the request of the individual who is the subject of the record.

i. To an expert, consultant, or contractor of GSA in the performance of a Federal duty to which the information is relevant.

j. To the National Archives and Records Administration (NARA) for records management purposes.

k. To a federal, state, or local agency, or other appropriate entities or individuals, or through established liaison channels to selected foreign governments, in order to enable an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified implementing procedures approved by the Attorney General and promulgated pursuant to such statutes, orders, or directives.

l. To the Office of Management and Budget when necessary to the review of private relief legislation pursuant to OMB Circular No. A-19.

m. To appropriate agencies, entities, and persons when (1) the Agency

suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) the Agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by GSA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with GSA's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Records are maintained on paper and electronically in secure locations. Records are maintained in the system of records Comprehensive Human Resources Integrated System (GSA/PPFM-8) in the personnel security module and associated equipment.

**RETRIEVABILITY:**

Records are retrieved by name and Social Security Number.

**SAFEGUARDS:**

Personnel security file records are stored in a secured office in cabinets with access limited to authorized employees. A password system protects access to computer records. Access to the records is limited to those employees who have a need for them in the performance of their official duties.

**RETENTION AND DISPOSAL:**

These records are retained and disposed of in accordance with General Records Schedule 18, item 22, approved by the National Archives and Records Administration (NARA). Records are destroyed by burning, pulping, or shredding, as scheduled in the HB GSA Records Maintenance and Disposition System (OAD P 1820.2A).

**SYSTEM MANAGER AND ADDRESS:**

Director, Personnel Security Requirements Division (CPR), 1800 F Street, NW., Washington, DC 20405.

**NOTIFICATION PROCEDURES:**

Inquiries by individuals as to whether the system contains a record pertaining to themselves should be addressed to the system manager.

**RECORD ACCESS PROCEDURES:**

Requests from individuals for access to records should be addressed to the system manager and should include full name (maiden name where appropriate), address, and date and place of birth. General inquiries may be made by telephone.

**PROCEDURES FOR CONTESTING RECORDS:**

GSA rules for accessing records, contesting their content, and appealing initial decisions appear in 41 CFR part 105-64.

**RECORD SOURCES:**

Individuals, employees, informants, law enforcement agencies, courts, other Government agencies, employees' references, co-workers, neighbors, rental/lease, educational institutions, and intelligence sources. Security violation information is obtained from a variety of sources, such as security guard's reports, security inspections, witnesses, supervisor's reports, and audit reports.

**FILES EXEMPTED FROM PARTS OF THE ACT:**

Under 5 U.S.C. 552a(k)(5), the personnel security case files in the system of records are exempt from subsections (c)(3); (d); (e)(1); (e)(4)(G), (H), and (I); and (f) of the act. Information will be withheld to the extent it identifies witnesses promised confidentiality as a condition of providing information during the course of the background investigation.

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES****Call for Collaborating Partners for the OWH National Lupus Awareness Campaign**

**AGENCY:** Department of Health and Human Services, Office of the Secretary, Office of Public Health and Science, Office on Women's Health.

**ACTION:** Notice.

**SUMMARY:** The U.S. Department of Health and Human Services (HHS), Office of Public Health and Science (OPHS), Office on Women's Health (OWH) announces the development of a National Lupus Awareness campaign with the Advertising Council and invites public and private sector lupus and women's health related organizations to participate as collaborating partners to provide advice on the development and dissemination of the campaign materials.

**DATES:** Representatives of lupus and women's health organizations should submit expressions of interest by May 18, 2008.

**ADDRESSES:** Expressions of interest, comments, and questions may be submitted by electronic mail to [Frances.Ashe-Goins@hhs.gov](mailto:Frances.Ashe-Goins@hhs.gov); or by regular mail to Frances E. Ashe-Goins, RN, MPH, Deputy Director, Office on Women's Health, Department of Health and Human Services, 200 Independence Avenue, SW., Room 728E, Washington, DC 20201, or via fax to (202) 401-4005.

**FOR FURTHER INFORMATION CONTACT:** Frances E. Ashe-Goins RN, MPH, Office on Women's Health, Office of Public Health and Science, Department of Health and Human Services, 200 Independence Avenue, SW., Room 728E, Washington, DC 20201, (202) 690-6373 (telephone), (202) 401-4005 (fax).

**SUPPLEMENTARY INFORMATION:** The OWH was established in 1991 to improve the health of American women by advancing and coordinating a comprehensive women's health agenda throughout HHS. This program has two goals: Development and implementation of model programs on women's health; and leading education, collaboration and coordination on women's health. The program fulfills its mission through competitive contracts and grants to an array of community, academic and other organizations at the national and community levels. National educational campaigns provide information about the important steps women can take to improve and maintain their health.

OWH has worked on community based lupus awareness projects over the years and those activities, though successful, have not met the overwhelming critical national need for lupus education.

Lupus is a chronic (life-long) autoimmune disease that for unknown reasons causes the immune system to mistakenly attack the body's own healthy cells and tissue as though they were foreign invaders. The resulting inflammation causes symptoms of disease. Without intervention, the inflammation leads to tissue damage, organ failure, disability, and in many cases, premature death.

Public recognition of lupus is low. A recent survey of 1,000 U.S. adults (18+) conducted for the Lupus Foundation of America (LFA) revealed that 39 percent knew nothing about lupus, and 22 percent had never heard of the disease. When probed, only 20 percent could reflect even basic information about the disease. An earlier survey showed that only 4 out of 10 young adults (18-24)

claimed to be familiar with lupus. Lack of awareness of lupus symptoms is the underlying reason for late diagnosis and increased morbidity.

A report by the Centers for Disease Control and Prevention in 2002 revealed that over a 10-year period, deaths attributed to lupus increased 60 percent overall; among older African-American women, the increase was nearly 70 percent. This report suggests that increased awareness of lupus and proactive diagnosis of the disease will reduce the number of deaths due to lupus. It is estimated that 1/3 of deaths attributed to lupus occur among women younger than 45 years of age.

OWH has contracted with the Advertising Council to plan, develop, implement, and evaluate a national lupus marketing campaign to increase the awareness of symptoms of lupus, its health effects and provide information to individuals who may be at risk for lupus to help them decide whether to seek medical evaluation. The National Lupus Awareness Campaign is intended to generate public attention for lupus and raise recognition of the disease as a significant national public health problem that disproportionately affects young women of color.

In order to develop and implement the National Lupus Awareness Campaign, OWH is interested in establishing partnerships with private and public lupus and women's health related organizations. As partners with HHS, these health organizations can bring their ideas and expertise, administrative capabilities, and resources, which are consistent with the goals of the National Lupus Awareness Campaign.

Given the National Lupus Awareness Campaign's objectives, entities which have similar goals and consistent interests, appropriate expertise and resources, and which would like to pursue lupus awareness activities in collaboration with OWH are encouraged to reply to this notice. Working together, these partnerships will provide innovative opportunities to promote an increased national awareness of lupus, with the end goal of earlier lupus detection and diagnosis and decreased morbidity.

Dated: April 18, 2008.

**Wanda K. Jones,**

*Deputy Assistant Secretary for Health (Women's Health).*

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