

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records maintained on current agency employees, former agency employees, and agency contractors include the following data fields: Name, Social Security number, date of birth, signature, image (photograph), hair color, eye color, height, weight, organization/office of assignment, telephone number of emergency contact (optional/voluntary data field), date of entry, time of entry, time of exit, security access category, number of ID security cards issued, ID security card issue date, ID security card expiration date, and ID security card serial number. Records maintained on all other individuals covered by the system include the following data fields: Name, Social Security number (or one of the following: Drivers License number, "Green Card" number, Visa number, or other ID number), U.S. Citizenship (yes or no/logical data field), date of entry, time of entry, time of exit, purpose for entry, agency point of contact, security access category, number of ID security cards issued, ID security card issue date, ID security card expiration date, and ID security card serial number.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301; Presidential Memorandum on Upgrading Security at Federal Facilities, June 28, 1995.

**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 ensure the safety and security of the Main and South Interior Buildings and their occupants.

(2) To verify that all persons entering the buildings are authorized to enter them.

(3) To track and control ID security cards issued to persons entering the buildings.

Disclosures outside the Department of the Interior may be made:

(1) To security service companies that provide monitoring and maintenance support for the system.

(2) To the Federal Protective Service and appropriate Federal, State and local law enforcement agencies to investigate emergency response situations or to investigate and prosecute the violation of law, statute, rule, regulation, order or license.

(3) To the U.S. Department of Justice or to a court or adjudicative body with jurisdiction 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.

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

(5) To representatives of the General Services Administration or the National Archives and Records Administration to conduct records management inspections under the authority of 44 U.S.C. 2903 and 2904.

**Note:** Disclosures within the Department of the Interior of data pertaining to date and time of entry and exit of an agency employee may not be made to supervisors, managers or any other persons (other than the individual to whom the information applies) to verify employee time and attendance record for personnel actions because 5 U.S.C. 6106 prohibits Federal Executive agencies (other than the Bureau of Engraving and Printing) from using a recording clock within the District of Columbia, unless used as a part of a flexible schedule program under 5 U.S.C. 6120 et seq.

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

Records are stored in computerized form on a non-removable hard disk. Record backups are stored on removable diskettes and/or tapes.

**RETRIEVABILITY:**

Records are retrievable by name, Social Security number, other ID number, image (photograph), organization/office of assignment, agency point of contact, security access, category, date of entry, time of entry, time of exit, ID security card issue date, ID security card expiration date, and ID security card serial number.

**SAFEGUARDS:**

The computer on which records are stored is located in an office that is secured by an alarm system and off-master key access. The computer itself is key-locked and access to the system is password-protected. Access granted to individuals at guard stations is password-protected; each person granted access to the system at guard stations must be individually authorized to use the system. A Privacy Act Warning Notice appears on the monitor screen when records containing information on individuals are first displayed. Back up diskettes/tapes are stored in a locked and controlled room in a secure, off-site location.

**RETENTION AND DISPOSAL:**

Records relating to persons covered by the system are retained in accordance with General Records Schedule 18, Item No. 17. Unless retained for specific, ongoing security investigations:

(1) Records relating to individuals other than employees are destroyed two years after ID security card expiration date.

(2) Records relating to date and time of entry and exit of employees are destroyed two years after date of entry and exit.

(3) All other records relating to employees are destroyed two years after ID security card expiration date.

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

Security Manager, Physical Security Office, Division of Employee and Public Services, National Business Center, MS-1366, 1849 C Street NW, 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 Security Manager. The request must be in writing and signed by the requester. (See 43 CFR 2.60).

**RECORDS ACCESS PROCEDURES:**

An individual requesting access to records maintained on him or her should address his/her request to the Security Manager. The request must be in writing and signed by the requester. (See 43 CFR 2.63.)

**CONTESTING RECORDS PROCEDURES:**

An individual requesting amendment of a record maintained on him or her should address his/her request to the Security Manager. The request must be in writing and signed by the requester. (See 43 CFR 2.71.)

**RECORD SOURCE CATEGORIES:**

Individuals covered by the system, supervisors and designated approving officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**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 notice, AAS-97, "Pilot Flight Time Report." The revisions will update the name and number of the system and the addresses for the System Locations and System Managers.

**EFFECTIVE DATE:** These actions will be effective on March 22, 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 AAS-97 (identified also as OS-97), "Pilot Flight Time Report," to more accurately identify and describe the system of records and to update and more accurately identify the addresses of the System Locations and the Systems Managers in the national headquarters and regional office. Accordingly, the Office of Aircraft Services proposes to amend the "Pilot Flight Time Report," AAS-97, notice in its entirety to read as follows:

**Sue Ellen Sloca,**

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

#### **INTERIOR/OAS-01**

##### **SYSTEM NAME:**

Official Pilot Folder—Interior, OAS-01

##### **SYSTEM LOCATION:**

(1) National headquarters: Office of Aircraft Services, Financial and Information Management, 2350 W. Robinson Road, Boise, Idaho 83705.  
(2) Regional office: Office of Aircraft Services, Alaska Regional Office, 4837 Aircraft Drive, Anchorage, Alaska 95502-1052.

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

Professional, dual-function and incidental pilots employed by Department of the Interior bureaus and offices.

##### **CATEGORIES OF RECORDS COVERED BY THE SYSTEM:**

The system contains information relative to certificates, qualifications, experience levels, currency and proficiency of pilots.

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

5 U.S.C. 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 use of the system are:

(1) To determine pilot qualifications.  
(2) To monitor compliance with Office of Aircraft Services directives and Federal Aviation Regulations.

Disclosure outside the Department of the Interior may be made:

(1) To the U.S. Department of Justice or to a court or adjudicative body with jurisdiction 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 Federal agency which has requested information relevant or necessary to the hiring or retention of an employee, or issuance of a security clearance, license, pilot qualification card, grant or other benefit.

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

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

###### **STORAGE:**

Records are stored in manual and automated form.

###### **RETRIEVABILITY:**

Records may be retrieved by Social Security number, name, agency or location.

###### **SAFEGUARDS:**

Access to and use of these records are limited to those persons whose official duties require such access. Records are maintained in accordance with 43 CFR 2.51.

###### **RETENTION AND DISPOSAL:**

Records are retained in accordance with approved records retention and disposal schedules.

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

(1) National headquarters: Director, Office of Aircraft Services, 2350 W. Robinson Road, Boise, Idaho 83705.  
(2) Regional office: Regional Director, Alaska Regional Office, Office of Aircraft Services, 4837 Aircraft Drive, Anchorage, Alaska 95502-1052.

##### **NOTIFICATION PROCEDURE:**

Inquiries regarding the existence of records shall be addressed to the appropriate System Manager. The request shall 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 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 petition for amendment 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.

##### **RECORD SOURCE CATEGORIES:**

Information in this system comes from the individual to whom it applies and from Office of Aircraft Services records.

##### **EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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## **DEPARTMENT OF THE INTERIOR**

### **Bureau of Land Management**

#### **Notice of Exchange Proposal; Proposed Exchange of Lands in Elko, Eureka, and Humboldt Counties, Nevada N-59716**

United States Department of the Interior, Bureau of Land Management, Elko District, 3900 E. Idaho St., Elko, Nevada 89801.

Notice is hereby given that the Bureau of Land Management is considering a proposal to exchange land pursuant to Section 206 of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1716), as amended. The exchange has been proposed by Newmont Gold Company.

Newmont Gold Company has proposed to exchange to the United States the following described private land or interest in land: