

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:
Executive Order 10450.

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 identify Office of the Secretary personnel who have been granted a security clearance.
- (2) To identify heads of Bureaus and their respective Security Officers who have been granted a security clearance.
- (3) To identify persons in a pending clearance status awaiting the results and adjudication of Office of Personnel Management investigations.
- (4) To identify persons whose clearance has been terminated in the last five years due to an administrative down-grading, a transfer to another agency, employment at another agency, or retirement.

Disclosures outside the Department of the Interior 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) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing, implementing, or administering a statute, rule, regulation, order or license, when the disclosing agency becomes aware of information indicating a violation or potential violation of a statute, regulation, rule, order or license.

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

- (4) To Federal, State, or local agencies that have requested information relevant or necessary to the hiring, firing or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit.

- (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 of Personnel Management to carry out its legally-authorized Government-wide personnel management programs and functions.)

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

STORAGE:

Paper copies of records are maintained in file folders. Electronic records are stored on a non-removable hard disk. Back-up records are stored on removable diskettes.

RETRIEVABILITY:

Records are indexed by name of employee or covered individual.

SAFEGUARDS:

Records are stored in a locked room. Access to records is permitted only to cleared personnel on official business.

RETENTION AND DISPOSAL:

Records are maintained and disposed of in accordance with General Records Schedule No. 18, Item No. 23.

SYSTEM MANAGER(S) AND ADDRESS:

Security Manager, Division of Employee and Public Services, National Business Center, Department of the Interior, 1849 C Street NW, MS-1226, Washington, DC 20240.

NOTIFICATION PROCEDURE:

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

RECORD ACCESS PROCEDURE:

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

CONTESTING RECORD PROCEDURE:

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

RECORD SOURCE CATEGORIES:

Individuals covered by the system. Other Federal agencies supplying data on individuals covered by the system.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 99-8557 Filed 4-6-99; 8:45 am]

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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, OS-8, "Aircraft Services Administrative Management and Fiscal Records." The revisions will update the name and number of the system and the addresses of the system locations and system manager.

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

FOR FURTHER INFORMATION CONTACT: Director, Office of Aircraft Service, 2350 W. Robinson Road, Boise, Idaho 83704-5355.

SUPPLEMENTARY INFORMATION: The Office of Aircraft Services is amending OS-8, "Aircraft Services Administrative Management and Fiscal Records," to more accurately reflect the organizational placement of the system within the Department of the Interior's Privacy Act program and to update the addresses of the system locations in the national headquarters and regional office and the address of the system manager. Accordingly, the Office of Aircraft Services proposes to amend "Aircraft Services Administrative Management and Fiscal Records," OS-8 in its entirety to read as follows:

Sue Ellen Sloca,

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

INTERIOR/OAS-02

SYSTEM NAME:

Aircraft Services Administrative and Fiscal Records—Interior, OAS-02.

SYSTEM LOCATION:

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

(2) Regional office: Office of Aircraft Services, Alaska Regional Office, 4837 Aircraft Drive, Anchorage, Alaska 95502-1052.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Office of Aircraft Services.

CATEGORIES OF RECORDS COVERED BY THE SYSTEM:

(1) Payroll records, including pay, leave and cost distribution records, along with deductions for bonds, insurance, income taxes, allotments to financial institutions, overtime, authorizations, and related documents.

(2) Travel records, including administrative approvals, travel expenses claimed and/or paid, receipts for expenditure claims, government transportation requests, travel advance accounts and related records.

(3) Records of accountability for Government-owned property.

(4) Safety records, including claims under the Military Personnel and Civil Employees Claims Act.

(5) Government identification card records.

(6) Government driver's license records.

(7) Other administrative and fiscal management records.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 3101, 5101-5115, 5501-5596, 5701-5709, 31 U.S.C. 66a 240-243, 40 U.S.C. 483(b), 43 U.S.C. 1467, 44 U.S.C. 3103, Executive Order No. 11807.

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 support the administrative and fiscal management of the Office of Aircraft Services. Disclosure outside the Department of the Interior may be made:

(1) To the U.S. Department of the Treasury for preparation of (a) payroll checks, (b) payroll deduction and other checks to Federal, State and local agencies, and (c) checks for reimbursement of employees and others.

(2) To the Internal Revenue Service and to State, Commonwealth, Territorial, and local governments for tax purposes.

(3) To the Civil Service Retirement System and to other employee retirement programs.

(4) To other agencies having a subject matter interest in the records.

(5) 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.

(6) 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 pertaining to a violation or potential violation of a statute, regulation, rule, order or license.

(7) 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.

(8) To Federal, State, 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.

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

(10) To other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals.

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 employee name or Social Security number.

SAFEGUARDS:

Access to and use of these records is 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:

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

NOTIFICATION PROCEDURE:

Inquiries regarding the existence of records shall be addressed to the 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 shall be addressed to the System Manager. The request must be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

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

RECORD SOURCE CATEGORIES:

Employees, supervisors, timekeepers.

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 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 notice, DOI-60, "Safety Management Information System." The revisions will update the address of the system location and the system manager.

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

FOR FURTHER INFORMATION CONTACT: Chief System Administrator, Safety Management Information system, Office of Managing Risk and Public Safety, U.S. Department of the Interior, 755 Parfet Street, Suite 354, Lakewood, Colorado 80215.

SUPPLEMENTARY INFORMATION: The Office of the Secretary is amending DOI-60, "Safety Management Information System" to update the address of the system location and system manager. Accordingly, the Department of the Interior proposes to amend the system notice for "Safety Management