

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

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

(2) Bureau personnel offices:

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

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

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

(d) Labor Relations Officer, Bureau of Reclamation, PO Box 25001, Denver, CO 80225.

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

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

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

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

(3) Administrative officers of the offices (within the bureaus listed above) in which the grievances were filed. (Contact the appropriate bureau system manager to obtain the address of the office system manager.)

**NOTIFICATION PROCEDURES:**

Individuals filing grievances with the Department are given a copy of their records as a part of the official grievance process. If, however, at any later time an individual also wishes to request notification of the existence of records on him or her, he or she should address his or her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and contain the following information: name and birth date of requestor, approximate date of closing of the case, type of action taken, and agency component involved. (See 43 CFR 2.60.)

**RECORD ACCESS PROCEDURES:**

Individuals filing grievances with the Department are given a copy of their records as a part of the official grievance process. If, however, at any later time an individual also wishes to request a copy of records maintained on him or her, he or she should address his or her request

to the appropriate System Manager. The request must be in writing, signed by the requestor, and contain the following information: name and birth date of requestor, approximate date of closing of the case, type of action taken, and agency component involved. (See 43 CFR 2.63.)

**CONTESTING RECORD PROCEDURES:**

If an individual who has filed a grievance with the Department wishes to request amendment of his/her records, to correct factual errors, he or she should address his or her request to the appropriate System Manager. The request must be in writing, signed by the requestor, and contain the following information: name and birth date of requestor, approximate date of closing of the case, type of action taken, and agency component involved. (See 43 CFR 2.71.)

**Note:** Review of requests from individuals seeking amendment of their records which have been the subject of a judicial or quasi-judicial action will be limited in scope. Review of these requests will be restricted to determining if the record accurately documents the action of the agency ruling on the case and will not include a review of the merits of the action, determination, or finding.

**RECORD SOURCE CATEGORIES:**

Individuals filing grievances, witnesses providing testimony, organizations or persons providing information via correspondence, agency officials, and grievance examiners and/or arbitrators.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 99-9828 Filed 4-19-99; 8:45 am]

BILLING CODE 4310-RJ-P

**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-78, "Negotiated Grievance Procedure Files." The revisions will update the number of the system, the authorities, storage,

retrievability, safeguards, and retention and disposition statements, and the addresses of the system locations and system managers.

**EFFECTIVE DATE:** These actions will be effective on April 20, 1999.

**FOR FURTHER INFORMATION CONTACT:**

Team Leader, Employee and Labor Relations 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-78, "Negotiated Grievance Procedure Files," to update the number of the system to more accurately reflect its Department-wide scope, the authority for maintenance of the system, storage, retrievability, safeguards, and retention and disposition statements, and the addresses 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 "Negotiated Grievance Procedure Files," OS-78, in its entirety to read as follows:

**Sue Ellen Sloca,**

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

**INTERIOR/DOI-78****SYSTEM NAME:**

Negotiated Grievance Procedures Files—Interior, DOI-78.

**SYSTEM LOCATION:**

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

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

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

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

(5) Bureau of Reclamation, PO Box 25001, Denver, CO 80225.

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

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

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

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

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

Departmental employees filing grievances/complaints.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Formal grievances and complaints; name, address, and other personal information about individuals filing grievances and complaints; transcripts of hearings (if held); and relevant information about other individuals in complainants' work units.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7100.

**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 adjudicate grievances and complaints.

Disclosures outside the Department of the Interior may be made:

- (1) To the Federal Labor Relations Authority.
- (2) To the U.S. Department of Justice or in a proceeding before 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.
- (3) 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 a violation or potential violation of a statute, rule, regulation, order or license.
- (4) To a congressional office in response to an inquiry an individual has made to the congressional office.

(3) 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 a violation or potential violation of a statute, rule, regulation, order or license.

(4) To a congressional office in response to an inquiry an individual has made to the congressional office.

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

**STORAGE:**

Records are stored in both manual and electronic format.

**RETRIEVABILITY:**

Records are retrieved by name of individual filing grievance or complaint and Docket or Case Number.

**SAFEGUARDS:**

Access to records is limited to authorized personnel. Manual records are stored in locked metal file cabinets or in metal file cabinets in secured premises. Electronic records are maintained with access controls meeting the requirements of 43 CFR 2.51

**RETENTION AND DISPOSAL:**

Records are retained and disposed of in accordance with General Records Schedule No. 1, Item 30.

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

(1) Team Leader, Employee and Labor Relations Group, Office of Personnel Policy, U.S. Department of the Interior, 1849 C Street NW., MS-5221 MIB, Washington, DC 20240.

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

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

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

(5) Labor Relations Officer, Bureau of Reclamation, PO Box 25001, Denver, CO 80225.

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

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

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

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

**NOTIFICATION PROCEDURES:**

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

**RECORD ACCESS PROCEDURES:**

An individual requesting access to records maintained on him or her should address his/her request 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:**

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, signed by the requestor, and comply with the content requirements of 43 CFR 2.71.

**RECORD SOURCE CATEGORIES:**

Individuals filing grievances and complaints, colleagues and supervisors of complainants, and management officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 99-9829 Filed 4-19-99; 8:45 am]

BILLING CODE 4310-RJ-P

**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-58, "Administrative Operations Records on Employees." The revisions will update the system name and number and the system location and system manager and address statements.

**EFFECTIVE DATE:** These actions will be effective on April 20, 1999.

**FOR FURTHER INFORMATION CONTACT:** Director, 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-58, "Administrative Operations Records on Employees," to update the name and number of the system to more accurately reflect its Department-wide scope, and to update the system location and system manager and address statements to provide a current list of specific locations and system managers rather than a generic reference to the Department's organizational structure. Accordingly, the Department of the