

PDO-IP, Army Postal Officer, 200 Stovall Street, Alexandria, VA 22332-0474.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Installation Postal Director at the unit where assigned or employed.

Individual should provide the full name, Social Security Number, current address, and signature to assist in locating the records.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Installation Postal Director at the unit where assigned or employed.

Individual should provide the full name, Social Security Number, current address, and signature to assist in locating the records.

Personal visits may be made; individual must furnish proof of identity.

#### TESTING RECORD PROCEDURES:

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

From the individual, unit commanders and Army postal officers.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 99-10571 Filed 4-27-99; 8:45 am]

BILLING CODE 5001-10-F

## DEPARTMENT OF DEFENSE

### Department of the Navy

#### Privacy Act of 1974; System of Records Notice

**AGENCY:** Department of the Navy, DoD.

**ACTION:** Notice to amend records systems.

**SUMMARY:** The Department of the Navy proposes to amend 12 systems of records notices in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

**DATES:** The amendments will be effective on May 28, 1999, unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to the Department of the Navy, PA/FOIA

Policy Branch, Chief of Naval Operations (N09P30), 2000 Navy Pentagon, Washington, DC 20350-2000.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Doris Lama at (202) 685-6545 or DSN 325-6545.

**SUPPLEMENTARY INFORMATION:** The Department of the Navy's record system notices for records systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The Department of the Navy proposes to amend 13 systems of records notices in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The changes to the systems of records are not within the purview of subsection (r) of the Privacy Act of 1974 (5 U.S.C. 552a), as amended, which requires the submission of new or altered systems reports. The records systems being amended are set forth below, as amended, published in their entirety.

Dated: April 22, 1999.

**L.M. Bynum,**

*Alternate OSD Federal Register Liaison Officer, Department of Defense.*

#### N01001-5

##### SYSTEM NAME:

MSC Masters and Chief Engineers Date File (February 22, 1993, 58 FR 10694).

##### CHANGES:

\* \* \* \* \*

##### SYSTEM NAME:

Delete entry and replace with 'MSC Masters/Chief Engineers Biographical Data File.'

##### SYSTEM LOCATION:

Delete entry and replace with 'Afloat Personnel Management Center, Military Sealift Command, P.O. Box 120, Virginia Beach, VA 23458-0120.'

\* \* \* \* \*

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with 'Biographical and professional information containing name, date and place of birth, home address and phone numbers, education, training for sea, maritime licenses held, military experience, shore employment, commercial shipboard status, spouse's name, number of children and their names and ages, highlights of merchant marine career, special skills and accomplishments, hobbies, special interests, community activities and association membership.'

#### PURPOSE(S):

Delete entry and replace with 'To maintain background information on MSC Masters and Chief Engineers. The electronic version of the biographical data (MSC 12330/8) is completed after selection. The information is used to identify location and provide biographical information on Masters and Chief Engineers to the promotion board, media and internal requests for information prior to public appearances, press releases, or courtesy calls to MSC ships by MSC personnel and members of other organizations or commands.'

\* \* \* \* \*

#### SAFEGUARDS:

Delete entry and replace with 'The biographical data is maintained in areas accessible to authorized personnel only. The Afloat Personnel Management Center is physically located at Camp Pendleton, Virginia. Access to buildings on this state military reservation is by clearance of 24-hour security guards.'

#### RETENTION AND DISPOSAL:

Delete entry and replace with 'The biographical data on Masters and Chief Engineers is updated annually. Outdated files are destroyed when updated information is received and the entire file is destroyed immediately upon the Masters or Chief Engineers separation or retirement from the Command.'

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

Delete entry and replace with 'Director, Afloat Personnel Management Center, Military Sealift Command, P.O. Box 120, Virginia Beach, VA 23458-0120.'

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#### N01001-5

##### SYSTEM NAME:

MSC Masters/Chief Engineers Biographical Data File.

##### SYSTEM LOCATION:

Military Sealift Command, Washington Navy Yard, Building 210, 901 M Street, SE, Washington, DC 20398-5540.

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

MSC Masters and Chief Engineers aboard civil service manned ships.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Biographical and professional information containing name, date and place of birth, home address and phone number, education, training for sea, maritime licenses held, military experience, shore employment,

commercial shipboard status, spouse's name, number of children and their names and ages, highlights of merchant marine career, special skills and accomplishments, hobbies, special interests, community activities and association membership.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Department Regulations.

**PURPOSE(S):**

To maintain background information on MSC Masters and Chief Engineers. The electronic version of the biographical data (MSC 12330/8) is completed after selection. The information is used to identify location and provide biographical information on Masters and Chief Engineers to the promotion board, media and internal requests for information prior to public appearances, press releases, or courtesy calls to MSC ships by MSC personnel and members of other organizations or commands.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine used pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems notices apply to this system.

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

**STORAGE:**

Paper and computerized records.

**RETRIEVABILITY:**

Name.

**SAFEGUARDS:**

The biographical data is maintained in areas accessible to authorized personnel only. The Afloat Personnel Management Center is physically located at Camp Pendleton, Virginia. Access to buildings on this state military reservation is by clearance of 24-hour security guards.

**RETENTION AND DISPOSAL:**

The biographical data on Masters and Chief Engineers is updated annually. Outdated files are destroyed when updated information is received and the entire file is destroyed immediately upon the Masters or Chief Engineers separation or retirement from the Command.

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

Director, Afloat Personnel Management Center, Military Sealift Command, PO Box 120, Virginia Beach, VA 23458-0120.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contained information about themselves should address written inquiries to the Director, Afloat Personnel Management Center, Military Sealift Command, PO Box 120, Virginia Beach, VA 23458-0120.

Written requests should contain full name of the individual, military grade or rate, and date of birth. For personal visits, the individual should be able to provide some acceptable means of identification.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Director, Afloat Personnel Management Center, Military Sealift Command, PO Box 120, Virginia Beach, VA 23458-0120.

Written requests should contain full name of the individual, military grade or rate, and date of birth. For personal visits, the individual should be able to provide some acceptable means of identification.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records and contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N01710-1**

**SYSTEM NAME:**

Recreation Association Membership Files (September 9, 1996, 61 FR 47483).

**CHANGES:**

\* \* \* \* \*

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

Delete first paragraph and replace with 'Policy Official: Commander, Navy Personnel Command (NPC-658), 5720 Integrity Drive, Millington, TN 38055-6580.'

\* \* \* \* \*

**N01710-1**

**SYSTEM NAME:**

Recreation Association Membership Files.

**SYSTEM LOCATION:**

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Name, rank, Social Security Number, room and telephone number, membership care number and dates purchased.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This record lists the names, internal codes, room and telephone numbers of each membership card and dates purchased.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Department Regulations and E.O. 9397 (SSN).

**PURPOSE(S):**

To indicate income from sale of membership cards; to provide an audit trial for the auditors; and to confirm memberships, upon request.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

**STORAGE:**

File folders, card files, magnetic tape, personal computer.

**RETRIEVABILITY:**

Name, Social Security Number, Case number, organization.

**SAFEGUARDS:**

Password control system, file, and element access based on predefined need-to-know. Physical access is controlled by locked terminals and rooms, guards, personnel screening and visitor control.

**RETENTION AND DISPOSAL:**

Records are destroyed one year after individual terminates membership.

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

Policy Official: Commander, Navy Personnel Command (NPC-658), 5720

Integrity Drive, Millington, TN 38055-6580.

System Manager: Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commanding officer of the activity in question. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Individual.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N01740-1

##### SYSTEM NAME:

Family Dependent Care Program (February 10, 1997, 62 FR 5963).

##### CHANGES:

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##### PURPOSE:

In paragraph 2, line 2, after 'Centers,' add 'Child Development Programs,'.

\* \* \* \* \*

#### N01740-1

##### SYSTEM NAME:

Family Dependent Care Program.

##### SYSTEM LOCATION:

Organizational elements of the Department of the Navy. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

All Navy personnel serving on active duty or in the Ready Reserve who are single parents of members of dual military couples, that have custodial responsibility (i.e., housing, medical, logistical, financial, food, clothing, transportation, etc.) for family members or other dependents.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Family Care Plan package which includes NAVPERS 1740.6—Family Care Plan Certificate, NAVPERS 1740.7—Family Care Plan Arrangements, Family Care Plan Checklist, copies of powers of attorney, legal documents, allotment information, financial information, counseling forms, etc.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations, E.O. 9397 (SSN), OPNAVINST 1740.4A, U.S. Navy Family Care Policy.

#### PURPOSE(S):

To ensure family members are cared for during deployments, reserve mobilizations, temporary duty, etc. and that arrangements are in place for the financial well-being of family members covered by the Family Care Plan during separations.

Utilized by command financial specialists, Family Service Centers, Child Development Programs, and legal assistance offices for providing guidance and assistance.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

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

##### STORAGE:

Paper and automated records.

##### RETRIEVABILITY:

Name and Social Security Number.

##### SAFEGUARDS:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the

office space in which the file cabinets are located is locked outside official working hours. Automated records are password protected.

#### RETENTION AND DISPOSAL:

Records are maintained by the commanding officer or his designated representative for the period the individual is assigned to the organization. Records are updated annually or when family circumstances or other personal status changes. File follows member with each new assignment. Once affiliation with the Navy is complete, record is destroyed.

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

Policy Official: Chief of Naval Personnel, Bureau of Naval Personnel (Pers-2WW), 2 Navy Annex, Washington, DC 20370-5001.

Record Holder: Commanding officer or designated representative of the naval activity where assigned. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commanding Officer of the activity where assigned.

Request should include full name, Social Security Number, and dates assigned at that activity.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commanding Officer of the activity where assigned.

Request should include full name, Social Security Number, and dates assigned at that activity.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and contesting contents, and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

The individual.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N01752-1

##### SYSTEM NAME:

Family Advocacy Program System (December 5, 1997, 62 FR 64367).

**CHANGES:**

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**PURPOSE(S):**

Delete paragraph 2. In paragraph 10, line 2, delete 'non-identifying' and in line 3, delete 'data tapes'.

\* \* \* \* \*

**RETRIEVABILITY:**

In paragraph 3, line one, after 'by' add 'Social Security Number or'.

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Replace paragraph 2 with 'Navy Central Registry data base is retained permanently at the Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.'

\* \* \* \* \*

**NO1752-1****SYSTEM NAME:**

Family Advocacy Program System.

**SYSTEM LOCATION:**

Navy Case Files: Family Service Center, Family Advocacy Center, and/or Medical Treatment Facilities at the local naval activity that services the local beneficiaries. Official mailing addresses for naval activities are published as an appendix to the Department of the Navy's compilation of records notices.

Marine Corps Family Advocacy Program Records: Marine Corps installations with a Family Service Center. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of records notices.

Navy Central Registry: Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.

Marine Corps Central Registry: Commandant of the Marine Corps; Head, Family Advocacy Program (MHF-25), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

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

All beneficiaries entitled to care at Navy medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities.

All beneficiaries reported for abusing or neglecting such victims.

Victims/offenders not associated with the Department of the Navy and who are not generally entitled to care at Navy medical and dental facilities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Navy Family Advocacy Case Files:

(a) Victim's file consists of risk assessment which includes the following forms: incident report, eligibility decision, demographics, safety assessment, safety response, risk focused assessment reports (DOMAINS I, II, IV, V, VI, VII), risk assessment matrix, risk assessment summary, risk assessment findings, intervention plan, and Case Review Committee presentation; video/audio tapes of contact with victim; case notes about victim; Family Advocacy Program generated correspondence regarding abuse or neglect of victim; Original copy of DD Form 2486; Privacy Act Statement signed by victim; contacts with children who are not victims of abuse or neglect, and other supporting data assembled relevant to the abuse or neglect and generated by FAP staff that are specific to the victim.

(b) Offender's file consists of assessment with offender; demographics; video-audio tapes of contacts with offender; case notes on contacts with offender; case notes about offender; risk focused assessment report DOMAIN III (alleged offender characteristics); Family Advocacy Program (FAP) generated correspondence regarding offender; Privacy Act Statement signed by offender; and other supporting data assembled relevant to the abuse or neglect and generated by the FAP staff that are specific to the offender.

(c) Documentation generated outside of the Family Advocacy Program (Naval Criminal Investigative Service reports; local police reports; Base Security Incident Complaint Reports; psychiatric and substance abuse evaluations; treatment reports; copies of pertinent medical entries; Child Protective Service reports; shelter reports; photographs; correspondence generated outside the Family Advocacy Program; and other supporting data assembled relevant to the abuse or neglect and generated outside the FAP that are specific to either the victim(s) or offender(s) (e.g., Military Protective Orders, barring letters, and civilian temporary restraining orders) are maintained in a separate folder and are retrieved by case number.

Marine Corps Program Family Advocacy Program Files:

(a) Victim's file consists of client's fact sheet (demographics); Privacy Act Statement signed by victim; Limits of Privacy Statement signed by victim; initial assessment; CRC Case Assessment with risk assessment; audio/video tapes of contact with victim; safety plan; notes on collateral contacts about victim; case notes; CRC case status determination; CRC

generated correspondence; Command's Case disposition and recommendation approval letter; original copy of DD Form 2486 and other relevant supporting data generated by the FAP staff that is specific to the victim.

(b) Offender's file consists of client's fact sheet (demographics); Privacy Act Statement signed by offender; Limits of Privacy Statement signed by offender; initial assessment; CRC Case Assessment; audio/video tapes of contacts with offender; case notes on collateral contacts regarding offender; case notes; CRC case status determination; CRC generated correspondence; Command's Case disposition and recommendation approval letter; copy of DD Form 2486 and other relevant supporting data generated by the FAP staff that is specific to the offender.

(c) Documentation generated outside of the Family Advocacy Program (Naval Criminal Investigative Service reports; local police reports; Base Security Incident Complaint Reports; psychiatric and substance abuse evaluations; treatment reports; copies of pertinent medical entries; Child Protective Service reports; shelter reports; photographs; correspondence generated outside the family advocacy Program; and other supporting data assembled relevant to the abuse or neglect and generated outside the FAP that are specific to either the victim(s) or offender(s) (e.g., Military Protective Orders, barring letters, and civilian temporary restraining orders) are maintained in a separate folder and are retrieved by case number.

Both the Navy and Marine Corps Central Registries contain data elements extracted from DD 2486, Child/Spouse Abuse Incident Report.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; DoD Directive 6400.1, 6400.1-M, 6400.2; Secretary of the Navy Instruction 1752.3A; OPNAVINST 1752.2A; BUMEDINST 6302.22; and MCO 1752.3B (FAP SOP); and E.O. 9397 (SSN).

**PURPOSE(S):**

To collect information pertaining to the identification, prevention, evaluation, intervention, treatment and rehabilitation of beneficiaries involved in abuse or neglect.

To provide pertinent case-related information to DoD and DON officials, other than Commanding Officers, responsible for specific case interventions in abuse and/or neglect incidents (e.g., clinical counselors providing counseling/treatment to

victims and/or offenders, medical personnel providing medical treatment to victims and/or offenders).

To provide specific data on assessed risk, safety needs, case status, and recommended actions to commanding officers of FAP involved service members.

To provide case specific information to headquarters personnel for necessary review and oversight.

Purposes of the Central Registries: To support local FAP case management to include tracking of individuals, identification of prior FAP involvement, and monitoring of caseloads.

To support FAP budget and staffing requirements and policy changes.

To support the Navy Personnel Command flagging and assignment control process for FAP involved service members.

To provide information in support of the 'Installation Records Check (IRC)' required by OPNAVINST 1700.9D for screening applicants for any position which involves the care and/or supervision of children.

To provide the Defense Manpower Data Center (DMDC) with data from the Navy Central Registry.

To support FAP research efforts.

To respond to public and/or other government agencies' requests for aggregate data.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To the Executive Branch of government in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and research concerning family member abuse or neglect.

To federal, state or local government agencies when it is deemed appropriated to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

To contractors, private and public individuals/organizations for authorized health research in the interest of the federal government and the public. When not considered necessary, client identification data shall be eliminated from records used for research studies.

To officials and employees of federal, state, and local governments and agencies when required by law and/or regulation in furtherance of local communicable disease control, family abuse prevention programs, preventive medicine and safety programs, and other public health and welfare programs.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to professional certification, licensing, and accreditation of health care providers.

To law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consultation with the hospital or regional judge advocate is advised.

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems notices also apply to this system.

**Note:** Records of identity, diagnosis, prognosis or treatment of any patient which are maintained in connection with the performance of any program or activity relating to substance abuse education, prevention, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States shall, except as provided in 42 U.S.C. 290dd-2, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The 'Blanket Routine Uses' do not apply to these types of records.

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

**STORAGE:**

Records may be stored in file folders, microfilm, magnetic tape, machine lists, discs, and other computerized or machine readable media.

**RETRIEVABILITY:**

Victim's file is retrieved by name of victim, case number, their Social Security Number, and/or year of incident.

Alleged offender's file is retrieved by alleged offender's name, case number, their Social Security Number and/or year of incident.

Central registry data is retrieved by Social Security Number or any identifying data element on the DD Form 2486.

**SAFEGUARDS:**

These files are highly sensitive and must be protected from unauthorized

disclosure. While records may be maintained in various kinds of filing equipment, specific emphasis is given to ensuring that the equipment areas are monitored or have controlled access. Access to records of information or the central registry is limited to those officials who have been properly screened and trained and/or have a need to know consistent with the purpose for which the information was collected. The threshold for 'need to know' is strictly limited to those officials who are responsible for the identification, prevention, evaluation, intervention, treatment and rehabilitation of beneficiaries involved in abuse or neglect. Also pertinent information is limited to DoD and DON officials responsible for intervening in abuse and/or neglect incidents.

Information maintained on a computer requires password protection. Computer terminals are located in supervised areas with access controlled system.

Family Advocacy Program Staff will ensure that the in-take assessment and clinical notes are not duplicated and placed in both the victim and alleged offender's files.

**RETENTION AND DISPOSAL:**

Family Advocacy Program case records are maintained at the activity 4 years after the last entry in the file. If there is no subsequent activity 4 years after closure, the records are transferred to the National Personnel Records Center, 9600 Page Boulevard, St. Louis, MO 63132-5100, where they are retained for 50 years and then destroyed.

Navy Central Registry data base is retained permanently at the Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.

Marine Corps Central Registry data is retained permanently by the Commandant of the Marine Corps (MHF-20), Headquarters. U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

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

Navy Central Registry: Commander, Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.

Marine Corps Central Registry: data is retained permanently by the Commandant of the Marine Corps (MHF-25), Headquarters. U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

Navy Centralized Child Sexual Abuse Case Files: Chief of Naval Personnel

(Pers-661), 2 Navy Annex, Washington, DC 20370-6610.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information in the case files about themselves should address written inquiries to the commanding officer of the naval activity from which they received treatment. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records.

Request should contain the full name and Social Security Number of the individual, and/or year of the incident.

Individuals seeking to determine whether this system of records contains information in the Navy Central Registry about themselves shall address written inquiries for Navy case to the Commander, Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.

For the Marine Corps Central Registry address written inquiries to the Commandant of the Marine Corps (MHC-25), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

Requests should contain the full name and Social Security Number of the individual.

#### RECORD ACCESS PROCEDURE:

Individuals seeking to access records about themselves in the case files should address written inquiries to the commanding officer of the naval activity from which they received treatment. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records.

Requests should contain the full name and Social Security Number of the individual, and/or year of an incident.

Individuals seeking to access information from the Navy Central Registry about themselves shall address written inquiries for Navy Central Registry to the Commander, Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.

For the Marine Corps Central Registry address written inquiries to the Commandant of the Marine Corps (MHC-25), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-1775.

Requests should contain the full name and Social Security Number of the individual.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations

are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Victim; offender; other DoD component Central Registries; medical and dental records; educational institutions; medical facilities; private practitioners; law enforcement agencies; public and private health and welfare agencies, and witnesses.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

Investigatory material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information may be exempt pursuant to 5 U.S.C. 552a(k)(5), but only to the extent that such material would reveal the identity of a confidential source.

An exemption rule for this system has been promulgated in the accordance with requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 701, subpart G. For additional information contact the system manager.

#### N01754-1

##### SYSTEM NAME:

Navy Family Support Clinical Counseling Records. (April 24, 1997, 62 FR 19994).

##### CHANGES:

\* \* \* \* \*

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Replace '(QOLMIS-66)' with '(QDLMISNET) Network.'

\* \* \* \* \*

##### STORAGE:

Delete entry and replace with 'File folders, microfilm, magnetic tapes, machine lists, discs, and other computerized or machine readable media.'

\* \* \* \* \*

#### N01754-1

##### SYSTEM NAME:

Navy Family Support Clinical Counseling Records.

##### SYSTEM LOCATION:

Navy Family Service Centers, Navy Family Advocacy Centers/Departments located at various Navy and Marine Corps activities. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Military service members and their dependents, retirees and their dependents, and spouses of POW's and MIA's and their eligible dependents. In certain overseas locations and certain remote CONUS locations, civilian DOD overseas employees may be eligible for services.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Clinical Counseling Records and/or Family in Need of Services (FINS) Counseling Records. File could contain personal information such as name, Social Security Number, case number, home address, telephone number, marriage counseling information, parent-child relationship information, family relations, financial data, developmental disability information, and Quality of Life Management Information System (QDLMISNET) Network.

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

5 U.S.C. 301, Department Regulations and E.O. 9397 (SSN).

##### PURPOSE(S):

The Family Service Centers (FSC) offer information, conduct referral services, and directly deliver services for a wide array of personal and family matters, counseling, assistance and crisis intervention to those eligible.

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

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

File folders, microfilm, magnetic tapes, machine lists, discs, and other computerized of machine readable media.

**RETRIEVABILITY:**

Name and FSC/Family Advocacy Program generated number.

**SAFEGUARDS:**

Access is limited to professional FSC staff and as delegated by the FSC Director at each location on a need-to-know basis. Paper records are stored in locked file cabinets. Automated records may be controlled by limiting physical access to data entry terminals or use of passwords. Access to computer information, and tape and disc storage, is strictly controlled. Work areas are sought-controlled during normal working hours. Building access is controlled and doors are locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Paper records are retained for two years and then destroyed. Automated records are maintained for five years, then tapes/discs are erased.

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

Policy Official: Commander, Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.

Record Holder for FSC and/or FINS Cases: Commanding officers of installations with Navy Family Service Centers or Navy Family Advocacy Centers/Departments. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the commanding officer of the naval activity from which they were seen for counseling. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records notices.

Marine Corps individuals seeking to determine whether information about themselves is contained in this system should address written inquiries for FSC files to the Commandant of the Marine Corps (MHF), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-0001.

Individuals should provide proof of identity, full name, rank, Social Security Number, dates of counseling, etc.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the commanding officer of the naval activity from which they were seen for counseling. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records notices.

Marine Corps individuals seeking access to information about themselves contained in this system should address written inquiries for FSC files to the Commandant of the Marine Corps (MHF), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-0001.

Individuals should provide proof of identity, full name, rank, Social Security Number, dates of counseling, etc.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information is normally obtained directly from the individual applying for counseling/assistance, however, there may be instances when the FSC/Family Advocacy Program counselor obtains information from mental health officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N01754-2****SYSTEM NAME:**

Navy/USMC Family Service Centers Volunteers (April 24, 1997, 62 FR 19994).

**CHANGES:**

\* \* \* \* \*

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

Delete entry and replace with 'Commander, Navy Personnel Command (NPC-661), 5720 Integrity Drive, Millington, TN 38055-6610.'

\* \* \* \* \*

**N01754-2****SYSTEM NAME:**

Navy/USMC Family Service Centers Volunteers.

**SYSTEM LOCATION:**

Navy Family Service Centers located at various Naval and Marine Corps activities. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

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

Any person who volunteers to assist at one of the Navy/USMC Family Service Centers (FSC).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains information such as name, home address, home telephone number, date of birth, age and number of children, experience, education, professional qualifications, interests, hobbies, assignments at the FSC, and any other information essential for placing the volunteer in the most appropriate position at the FSC.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and 10 U.S.C. 1588.

**PURPOSE(S):**

To supervise the performance of individuals who have volunteered to assist in the Navy and Marine Corps Family Service Center Program.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

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

Paper records in file folders.

**RETRIEVABILITY:**

By name or skill of volunteer.

**SAFEGUARDS:**

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Building/rooms locked outside regular working hours.

**RETENTION AND DISPOSAL:**

Records are retained for 3 years from the date the individual departs from the Center, and then destroyed.

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

Commander, Navy Personnel  
Command (NPC-661), 5720 Integrity  
Drive, Millington, TN 38055-6610.

**NOTIFICATION PROCEDURE:**

Individuals seeks to determine whether information about themselves is contained in this system should address written inquiries to the Naval or Marine Corps activity concerned. Individuals should provide proof of identity, full name, dates of volunteer service, etc.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Naval or Marine Corps activity concerned. Individuals should provide proof of identity, full name, dates of volunteer service, etc.

**CONTESTING RECORD PROCEDURES**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information is obtained and periodically updated directly from the volunteer FSC employee.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**NO1754-3****SYSTEM NAME:**

Navy Child Development Services  
Program (October 15, 1997, 62 FR  
53604).

**CHANGES:**

\* \* \* \* \*

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

Delete paragraph 1, and replace with  
'Policy Official: Commander, Navy  
Personnel Command (NPC-659), 5720  
Integrity Drive, Millington, TN 38055-  
6590.'

\* \* \* \* \*

NO1754-3

**SYSTEM NAME:**

Navy Child Development Services  
Program.

**SYSTEM LOCATION:**

Navy Child Development or Family  
Service Centers located at various Navy  
and Marine Corps activities both in  
CONUS and overseas. Official mailing  
addresses of Navy and Marine Corps  
activities are published as an appendix

to the Department of the Navy's  
compilation of systems of records  
notices.

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

Navy and Marine Corps service  
members and their families or  
dependents. In certain locations, DOD  
civilian employees may be eligible for  
services.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name; Social Security Number; case  
number; home address and telephone  
number; insurance coverage; names of  
parents and children; performance  
rating; complaints; background  
information, including medical,  
educational references, and prior work  
experience, information from the Naval  
Criminal Investigative Service (NCIS),  
the family advocacy program, base  
security, and state and local agencies;  
information related to screening,  
training, and implementation of the  
Family Child Care program; and reports  
of fire, safety, housing, and  
environmental health inspections.  
Children's records will also include  
developmental profiles.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental  
Regulations; 10 U.S.C. 5013, Secretary  
of the Navy; and E.O. 9397 (SSN).

**PURPOSE(S):**

To develop child care programs that  
meet the needs of children and families,  
provide child and family program  
eligibility and background information;  
verify health status of children and  
verify immunizations, note special  
program requirements; consent for  
access to emergency medical care; data  
required by USDA programs.

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

In addition to those disclosures  
generally permitted under 5 U.S.C.  
552a(b) of the Privacy Act, these records  
or information contained herein may  
specially be disclosed outside the DoD  
as a routine use pursuant to 5 U.S.C.  
552a(b)(3) as follows:

To Federal officials involved in Child  
Care Services, including child abuse for  
the purpose of investigation and  
litigation.

To State and local officials involved  
with Child Care Services if required in  
the performance of their official duties  
relating to investigations.

The 'Blanket Route Uses' that appear  
at the beginning of the Navy's  
compilation of systems of records  
notices apply to this system.

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

Paper and automated records.

**RETRIEVABILITY:**

By last name of member and Social  
Security Number.

**SAFEGUARDS:**

Records are maintained in monitored  
or controlled areas accessible only to  
authorized personnel. Building or rooms  
are locked outside regular working  
hours. Computer files are protected by  
software programs that are password  
protected.

**RETENTION AND DISPOSAL:**

Records are kept for two years after  
individual is no longer in the Child  
Development Program and then  
destroyed.

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

Policy Official: Commander, Navy  
Personnel Command (NPC-659), 5720  
Integrity Drive, Millington, TN 38055-  
6590.

Record Holder: Navy Child  
Development or Family Service Centers  
located at various Navy and Marine  
Corps activities both in CONUS and  
overseas. Official mailing addresses of  
Navy and Marine Corps activities are  
published as an appendix to the  
Department of the Navy's compilation of  
systems of records notices.

**NOTIFICATION PROCEDURES:**

Individuals seeking to determine  
whether information about themselves  
is contained in this system should  
address written inquiries to the  
appropriate Navy or Marine Corps  
activity concerned. Official mailing  
addresses are published as an appendix  
to the Navy's compilation of systems of  
records notices.

Individuals should provide proof of  
identity and full name.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to  
information about themselves contained  
in this system should address written  
inquiries to the appropriate Navy or  
Marine Corps activity concerned.  
Official mailing addresses are published  
as an appendix to the Navy's  
compilation of systems of records  
notices.

Individuals should provide proof of  
identity and full name.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing  
records, and for contesting contents and  
appealing initial agency determinations



are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Information in this system comes from individuals either applying as child care providers or participant of the Family Child Care program; background checks from State and local authorities; housing officers; information from the Family Advocacy program; base security officers and base fire, safety and health officers; and local family child care monitors and parents of children enrolled.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

Investigatory material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

An exemption rule for this system has been promulgated in accordance with requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 701, subpart G. For additional information contact the system manager.

#### N01770-2

#### SYSTEM NAME:

Casualty Information Support System (February 22, 1993, 58 FR 10725).

#### CHANGES:

\* \* \* \* \*

#### SYSTEM LOCATION:

Delete entry and replace with 'Primary System-Navy Personnel Command (NPC-06), 5720 Integrity Drive, Millington, TN 38055-0600; the local activity for which individual is assigned; and the Washington National Records Center, Suitland, MD. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.'

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM

In line 5, after the word 'reported' delete the remainder of the entry and replace with 'seriously ill/injured in an active duty status.'

\* \* \* \* \*

#### STORAGE:

In line 2, delete the words 'Magnetic tapes, disc, and drums.' and replace with 'media.'

\* \* \* \* \*

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

Delete entry and replace with 'Commander, Navy Personnel Command (NPC-06), 5720 Integrity Drive, Millington, TN 38055-0600.'

\* \* \* \* \*

#### N01770-2

#### SYSTEM NAME:

Casualty Information Support System.

#### SYSTEM LOCATION:

Primary System-Navy Personnel Command (NPC-06), 5720 Integrity Drive, Millington, TN 38055-0600; the local activity for which individual is assigned; and the Washington National Records Center, Suitland, MD. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

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

All Navy military personnel who are reported missing, Missing in Action, Prisoner of War or otherwise detained by armed force; deceased in either an active or inactive duty status; reported seriously ill/injured in an active duty status.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence, reports, and records in both automated and nonautomated form concerning circumstances of casualty, next-of-kin data, survivor benefit information, personal and service data, and casualty program data.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; OPNAVINST 1770.1, Casualty Assistance Calls and Funeral Honors Support Program Coordination; and E.O. 9397 (SSN).

#### PURPOSE(S):

To assist in the management of the casualty assistance program and to provide swift accurate responses to beneficiaries and survivors of Navy military personnel; to aid in the efficient settlement of the service member's estate and other affairs.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may

specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To officials and employees of the Social Security Administration in connection with eligibility, notification and assistance in obtaining benefits due.

To officials and employees of the Department of Veterans Affairs and the Selective Service Administration in connection with eligibility, notification and assistance in obtaining benefits due.

To officials of other federal, state, and local government agencies in connection with eligibility, notification and assistance in obtaining benefits due.

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems notices apply to this system.

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

##### STORAGE:

Automated records may be stored on media. Manual records may be stored in paper files, microfiche or microfilm.

##### RETRIEVABILITY:

Records may be retrieved by name and/or Social Security Number.

##### SAFEGUARDS:

Computer files are accessible only to authorized persons that are properly screened, trained and cleared.

Manual records and computer printouts are available only to authorized personnel having a need-to-know.

##### RETENTION AND DISPOSAL:

Records are maintained for seven years and then destroyed.

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

Chief of Naval Personnel (PERS 06), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001.

#### NOTIFICATION AND PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Navy Personnel Command (NPC-06), 5720 Integrity Drive, Millington, TN 38055-0600; or to the local activity where assigned. Official mailing addresses are published as an appendix to the Navy's compilation of system of records notices.

The letter should contain full name, Social Security Number (and/or enlisted service number/officer file number), rank/rate, military status, date of casualty and status at time of casualty, and signature of the requester.

The individual may visit the Commander, Navy Personnel Command

(NPC-06), 5720 Integrity Drive, Millington, TN 38055-0600 for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commander, Navy Personnel Command (NPC-06), 5720 Integrity Drive, Millington, TN 38055-0600, or to the local activity where assigned. Official mailing addresses are published as an appendix to the Navy's compilation of system of record notices.

The letter should contain full name, Social Security Number (and/or enlisted service number/officer file number), rank/rate, military status, date of casualty and status at time of casualty, and signature of the requester.

The individual may visit the Commander, Navy Personnel Command (NPC-06), 5720 Integrity Drive, Millington, TN 38055-0600, for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Officials and employees of the Department of the Navy, Department of Defense, Public Health Service, Department of Veterans Affairs and components, in performance of their official duties as specified by current instructions and regulations promulgated by competent authority; casualty reports may also be received from state and local agencies, hospitals and other agencies having knowledge of casualties to Navy personnel; general correspondence concerning member.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### N03834-1

##### SYSTEM NAME:

Special Intelligence Personnel Access File (March 2, 1994, 59 FR 9965).

##### CHANGES:

\* \* \* \* \*

##### PURPOSE(S):

In paragraph 1, line 1, delete 'a determination' and replace with 'continuing evaluation of an'. In paragraph 2, lines 3 and 4, delete 'Special Compartmented Intelligence' and replace with 'Sensitive Compartmented Information'.

\* \* \* \* \*

##### SAFEGUARDS:

Delete entry and replace with 'Access provided on a need-to-know basis only. Manual records are maintained in locked file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is in a locked, limited access room.'

\* \* \* \* \*

#### N03834-1

##### SYSTEM NAME:

Special Intelligence Personnel Access File.

##### SYSTEM LOCATION:

Office of Naval Intelligence, National Maritime Intelligence Center, ATTN: ONI-OCB2, 4251 Suitland Road, Washington, DC 20395-5720.

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

All civilian and military personnel of the Department of the Navy and contractors and consultants of the Department of the Navy.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Records pertaining to the eligibility of Department of the Navy personnel (civilian, military, contractor and consultant) to be granted access to Special Intelligence which include documents of nomination, personal history statements, background investigation date and character, narrative memoranda of background investigation, eligibility documents for access to special intelligence, proof of indoctrination and debriefings as applicable and record of hazardous activity restrictions assigned.

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

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 44 U.S.C. 3101, Records

Management by Federal Agencies; E.O. 9397 (SSN); and E.O. 12958, Classified National Security Information.

##### PURPOSE(S):

To permit continuing evaluation of an individual's eligibility for access to Special Intelligence information.

This information may be provided to the Department of Defense and all its components to certify Sensitive Compartmented Information (SCI) access status of naval personnel.

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To officials and employees of the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, the Department of Energy, the Department of Treasury, and to any other federal agency in the performance of their official duties, to certify SCI access status of Naval personnel.

The "Blanket Routine Uses" that appear at the beginning of the Navy's compilation of systems of records notices also apply to this system.

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

##### STORAGE:

Active files consist of paper and computerized records. Inactive files are retained on microfiche and optical storage.

##### RETRIEVABILITY:

Name and Social Security Number.

##### SAFEGUARDS:

Access provided on a need-to-know basis only. Manual records are maintained in locked file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is in a locked, limited access room.

##### RETENTION AND DISPOSAL:

Records are retained indefinitely. Inactive files are retained on microfiche.

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

Commander, Office of Naval Intelligence, National Maritime Intelligence Center, ATTN: ONI-OCB2, 4251 Suitland Road, Washington, DC 20395-5720.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Office of Naval Intelligence, National Maritime Intelligence Center, ATTN: ONI-OCB2, 4251 Suitland Road, Washington, DC 20395-5720.

The request should contain the full name of the requester, home address and date and place of birth. An unsworn declaration in accordance with 28 U.S.C. 1746 or a notarized statement may be required for identity verification.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves should address written inquiries to the Commander, Office of Naval Intelligence, National Maritime Intelligence Center, ATTN: ONI-OCB2, 4251 Suitland Road, Washington, DC 20395-5720.

The request should contain full name, residence address and date and place of birth. An unsworn declaration in accordance with 28 U.S.C. 1746 or a notarized statement may be required for identity verification.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Personal History Statement and related forms from the individual. Access forms and documents prepared by the system manager. Correspondence between system manager and activities requesting access status.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Information specifically authorized to be classified under E.O. 12958, as implemented by DoD 5200.1-R, may be exempted pursuant to 5 U.S.C. 552a(k)(1).

An exemption rule for this system has been promulgated in accordance with requirements of 5 U.S.C. 553(b)(1), (2) and (3), and (c) and (e) and published in 32 CFR part 701, subpart G. For additional information contact the system manager.

**N05100-2****SYSTEM NAME:**

Scheduled Parachute Jump Program (February 22, 1993, 58 FR 10746).

**CHANGES:**

\* \* \* \* \*

**SYSTEM NAME:**

Delete 'Scheduled'.

\* \* \* \* \*

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

Delete entry and replace with 'All Navy and Marine Corps personnel and trainees who participate in the premeditated parachute jumping and air drop activities.'

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete entry and replace with 'Unit reports of each jump performed, which includes name of parachutist, Social Security Number, Unit Identification Code (UIC), and model of parachute; total jump activity survey reports; and annual jump activity reports.'

\* \* \* \* \*

**PURPOSE(S):**

In first line of first paragraph, delete 'scheduled'. In third paragraph, first line, after the word 'provide' add 'upon request'.

\* \* \* \* \*

**N05100-2****SYSTEM NAME:**

Parachute Jump Program.

**SYSTEM LOCATION:**

Naval Safety Center, 375 A Street, Norfolk, VA 23511-4399.

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

All Navy and Marine Corps personnel and trainees who participate in the premeditated parachute jumping and air drop activities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Unit reports of each jump performed, which includes name of parachutist, Social Security Number, Unit Identification Code (UIC), and model of parachute; total jump activity survey reports; and annual jump activity reports.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and E.O. 9397 (SSN).

**PURPOSE(S):**

To track jump activities date for specific individuals or types of parachutes and correlate the information with parachute jump mishap data; analyze information to determine the relationship between various categories and combinations of jump experience and accident involvement.

To provide results of these studies to all echelons within the Navy and Marine Corps having responsibility for jump operations, parachute training, and allocation of resources to and within the parachute jump program.

To provide, upon request, an annual summary of jump activity by parachute type to each reporting individual for his/her verification and personnel records. Upon request, a detailed by jump report for a specified time frame is also provided.

To provide records to the Chief of Naval Personnel for promotional screening, detailing, and compliance with minimum standards.

To provide summaries of jump activity for Marine Corps personnel to the Commandant of the Marine Corps.

To provide records of specific jump designated personnel to contractors, if required, for projects either funded by or deemed potentially valuable to the Department of the Navy.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

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

Magnetic tape and computer printouts.

**RETRIEVABILITY:**

Name, Social Security Number, Unit Identification Code (UIC), and model of parachute.

**SAFEGUARDS:**

Computer area is locked after hours and access is strictly controlled. Hard drive locked to preclude unauthorized access. Only two individuals have a key to access hard drive. Building is under 24 hour watch.

**RETENTION AND DISPOSAL:**

Permanent. Magnetic tape files contain all available records and are never purged.

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

Director of Shore Safety Programs, Naval Safety Center, 375 A Street, Norfolk, VA 23511-4399.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Director of Shore Safety Programs, Naval Safety Center, 375 A Street, Norfolk, VA 23511-4399.

The request should include full name, Social Security Number, and address of the individual concerned and should be signed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Director of Shore Safety Programs, Naval Safety Center, 375 A Street, Norfolk, VA 23511-4399.

The request should include full name, Social Security Number, and address of the individual concerned and should be signed.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Navy and Marine Corps jumpers.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N05350-1**

**SYSTEM NAME:**

Navy Drug and Alcohol Program System (September 9, 1996, 61 FR 47483).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Primary location: Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.

Decentralized locations: Navy Alcohol Rehabilitation Centers, Navy Alcohol Rehabilitation Departments in Naval Hospitals, Counseling and Assistance Centers, Personal Responsibility and Values Education and Training Program Offices, Navy Drug Screening Laboratories, Navy Personnel Command (Drug and Alcohol Program Management Activity), and local activities to which an individual is assigned. Addresses are contained in a directory which is available from the Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.'

\* \* \* \* \*

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

Delete entry and replace with 'Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.'

\* \* \* \* \*

**N05350-1**

**SYSTEM NAME:**

Navy Drug and Alcohol Program System.

**SYSTEM LOCATION:**

Primary location: Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.

Decentralized locations: Navy Alcohol Rehabilitation Centers, Navy Alcohol Rehabilitation Departments in Naval Hospitals, Counseling and Assistance Centers, Personal Responsibility and Values Education and Training Program Offices, Navy Drug Screening Laboratories, Navy Personnel Command (Drug and Alcohol Program Management Activity), and local activities to which an individual is assigned. Addresses are contained in a directory which is available from the Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.

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

Navy personnel (officers and enlisted) who have been identified as drug or alcohol abusers or who are out of Navy body fat standards and may be obese/compulsive over eaters, and who are subsequently screened or referred for remedial education, outpatient counseling, or residential rehabilitation; counselors, counselor interns, and counselor applicants; Navy personnel who attend the Personal Responsibility and Values Education and Training Program for preventive education; dependents and civilians, where authorized, who participate in preventive and remedial education programs, outpatient counseling, and residential rehabilitation; and officer, enlisted, and civilian rehabilitation, and drug testing.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Documentation containing demographic data, screening and assessment information, progress notes, medical and laboratory data, narrative summaries of treatment, aftercare plans, and other information pertaining to a member's participation in substance abuse education, counseling, and rehabilitation programs.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. para 1090; 42 U.S.C. 290dd-2; and E.O. 9397 (SSN).

**PURPOSE(S):**

To train, educate, identify, screen, counsel, rehabilitate, and monitor the progress of individuals in drug and alcohol abuse programs and programs for those members who are obese/compulsive over eaters.

Information is used to screen and evaluate the certified counselors, counselor interns, and counselor applicants throughout the course of their duties.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

In order to comply with the provisions of 42 U.S.C. 290dd-2, the Navy's 'Blanket Routine Uses' do not apply to this system of records.

Specifically, records of the identity, diagnosis prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be client/patient, maintained in connection with the performance of any alcohol or drug abuse or obesity/compulsive overeating prevention, education, training, treatment, rehabilitation or research which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. This statute takes precedence over the Privacy Act of 1974 in regard to accessibility of such records, except to the individual to whom the record pertains.

The content of any record may be disclosed in accordance with prior written consent of the patient with respect to whom such record is maintained, but only to such extent, under such circumstances, and for such purposes as may be allowed under such prescribed regulations.

Information from records may be released without the member's consent in the following situations:

To medical personnel to the extent necessary to meet a bona fide medical emergency.

To qualified personnel for the purpose of conducting scientific

research, management audits, or program evaluation, but such personnel may not identify, directly, or indirectly any individual patient in any report of such research, audit or evaluation, or otherwise disclose patient identities in any manner.

If authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefore. In accessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosures.

The above prohibitions do not apply to any interchange of records within the Armed Forces or within those components of the Department of Veterans Affairs furnishing health care to veterans or between such components and the Armed Forces.

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

**STORAGE:**

Automated records may be on computer disks (both hard drive and floppy), magnetic tapes, and drums.

Manual records may be stored in paper file folders, computer printouts, microfiche, or microfilm.

**RETRIEVABILITY:**

Name and Social Security Number.

**SAFEGUARDS:**

Computer facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need-to-know.

**RETENTION AND DISPOSAL:**

Manual records are maintained for two years (Level I/II) or three years (Level III) and then retired to the nearest Federal Records Center. Automated records are maintained indefinitely.

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

Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the

Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000, or to the naval activity providing treatment. Addresses are contained in a directory which is available from the Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.

The letter should contain full name, Social Security Number, rank/rate, military status, and signature of the requester.

The individual may visit the Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000 or to the naval activity providing treatment. Addresses are contained in a directory which is available from the Commander, Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000.

The letter should contain full name, Social Security Number, rank/rate, military status, and signature of the requester.

The individual may visit the Navy Personnel Command (NPC-602), 5720 Integrity Drive, Millington, TN 38055-6000 for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

DOD/DON officials; notes and documents from Service Jackets and Medical Records; and general correspondence concerning the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**N07401-1**

**SYSTEM NAME:**

Bingo Winners (March 2, 1994, 59 FR 13943).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete the second paragraph and replace with 'A list of Navy system managers is available from the Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-0000; and a list of Marine Corps activities is available from the Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin Avenue, Quantico, VA 22134-5099.'

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; Section 6041, Internal Revenue Code; BUPERS Instruction 1710.13A, Regulations, Policies and Procedures for Navy Food, Beverage and Entertainment Operations 1996; MCOP-1700.27, Ch1; NAVSO P-3520; and E.O. 9397 (SSN).'

\* \* \* \* \*

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

Delete entry and replace with 'Policy Officials: For Navy activities—Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-6500; For Marine Corps activities—Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin Avenue, Quantico, VA 22134-5099.

Record Holder: Navy and Marine Corps stateside and overseas bases where bingo is authorized and played. A list of Navy system managers for bingo locations is available from the Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-6500; a list of Marine Corps systems managers is available from the Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin Avenue, Quantico, VA 22134-5099.'

\* \* \* \* \*

**N07401-1**

**SYSTEM NAME:**

Bingo Winners.

**SYSTEM LOCATION:**

Navy and Marine Corps stateside and overseas bases where bingo is authorized and played.

A list of Navy system managers is available from the Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-0000; and a list of Marine Corps activities is available from the Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin Avenue, Quantico, VA 22134-5099.

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

U.S. citizens 18 years of age and older who are paid monies/prizes of \$1,200 or more for one-time winnings associated with bingo.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Bingo payout control sheet indicating individual name, grade, Social Security Number, duty station, dates and amounts of bingo monies paid, and DOT/IRS Forms W2-G and 5754.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; section 6041, Internal Revenue Code; BUPERS Instruction 1710.13A, Regulations Policies and Procedures for Navy Food, Beverage and Entertainment Operations 1996; MCOP-1700.27, Ch1; NAVSO P-3520; and E.O. 9397 (SSN).

**PURPOSE(S):**

To notify the Internal Revenue Service of all monies and items of merchandise paid to individual winners of bingo games, whose one-time winnings are \$1,200 or more.

To provide a means of paying, recording, accounting, reporting, and controlling expenditures and merchandise inventories associated with bingo games.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specially be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

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

**STORAGE:**

Manual records in file cabinets and electronic records on backup discs.

**RETRIEVABILITY:**

Name and Social Security Number.

**SAFEGUARDS:**

Records are kept in occupied rooms which are located during non-working hours.

**RETENTION AND DISPOSAL:**

Records are maintained on site for three years and then shipped to a Federal Records Center for storage for four additional years. After seven years, records are destroyed.

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

Policy Officials: For Navy activities—Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-6500; For Marine Corps activities—Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin Avenue, Quantico, VA 22134-5099.

Record Holder: Navy and Marine Corps stateside and overseas bases where bingo is authorized and played. A list of Navy system managers for bingo locations is available from the Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-6500; a list of Marine Corps systems managers is available from the Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin Avenue, Quantico, VA 22134-5099.

**NOTIFICATION PROCEDURE:**

Individuals are routinely notified via DOT/IRS Form W-2G if their one-time bingo winnings are \$1,200 or more. However, individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer at the location where the bingo game was played or to the Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-6500 (for Navy sponsored bingo games) or the Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin Avenue, Quantico, VA 22134-5099 (for Marine Corps sponsored bingo games). A list of system managers by activity is also available from these officials.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves should address written inquiries to the commanding officer at the location where the bingo game was played or to the Commander, Navy Personnel Command (NPC-655C2), 5720 Integrity Drive, Millington, TN 38055-6500 (for Navy sponsored bingo games) or the Commandant of the Marine Corps, Personal and Family Readiness Division (MRX), 3044 Catlin

Avenue, Quantico, VA 22134-5099 (for Marine Corps sponsored bingo games). A list of system managers by activity is also available from these officials.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual and bingo payout control sheets.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 99-10573 Filed 4-27-99; 8:45 am]

BILLING CODE 5000-04-M

**DEPARTMENT OF EDUCATION**

**Submission for OMB Review; Comment Request**

**AGENCY:** Department of Education.

**SUMMARY:** The Acting Leader, Information Management Group, Office of the Chief Information Officer invites comments on the submission for OMB review as required by the Paperwork Reduction Act of 1995.

**DATES:** Interested persons are invited to submit comments on or before May 28, 1999.

**ADDRESSES:** Written comments should be addressed to the Office of Information and Regulatory Affairs, Attention: Danny Werfel, Desk Officer, Department of Education, Office of Management and Budget, 725 17th Street, N.W., Room 10235, New Executive Office Building, Washington, D.C. 20503 or should be electronically mailed to the internet address DWERFEL@OMB.EOP.GOV. Requests for copies of the proposed information collection requests should be addressed to Patrick J. Sherrill, Department of Education, 400 Maryland Avenue, S.W., Room 5624, Regional Office Building 3, Washington, D.C. 20202-4651, or should be electronically mailed to the internet address Pat\_Sherrill@ed.gov, or should be faxed to 202-708-9346.

**FOR FURTHER INFORMATION CONTACT:** Patrick J. Sherrill (202) 708-8196. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

**SUPPLEMENTARY INFORMATION:** Section 3506 of the Paperwork Reduction Act of