

of the Defense Advisory Committee on Women in the Services (DACOWITS). The purpose of the Executive Committee Meeting is to review the responses to the recommendations and requests for information adopted by the committee at the DACOWITS 1999 Spring Conference.

**DATES:** September 13, 1999, 8:00 a.m.–4:00 p.m.

**ADDRESSES:** OSD Conference Room 1E801, The Pentagon, Washington, DC.

**FOR FURTHER INFORMATION CONTACT:** Major Susan E. Kolb, ARNGUS, DACOWITS and Military Women Matters, OASD (Force Management Policy), 4000 Defense Pentagon, Room 3D769, Washington, DC 20301–4000; telephone (703) 697–2122.

**SUPPLEMENTARY INFORMATION:** Meeting agenda:

**Monday September 13, 1999**

*Time and Event*

- 8:00 a.m.—Chair Commences Meeting, Acting AASD(FMP) Remarks, Introduction of Executive Committee And MilReps/Liaisons (1E801–Rms 2 and 3)
- 8:15 a.m.—Submarine Personnel Assignment (Forces Development and Utilization RFI#1) (1E801–Rms 2 and 3) (Open to Public)
- 9:15 a.m.—Break
- 9:30 a.m.—TRICARE PRIME Access (Quality of Life RFI#2) (1E801–Rms 2 and 3) (Open to Public)
- 11:00 a.m.—Break
- 11:30 a.m.—Official Luncheon with DSCPERS (DACOWITS Members only)
- 1:15 p.m.—Study of Investigative Practices of Military Criminal Investigative Organizations Relating To Sex Crimes (Quality of Life RFI#1) (1E801–Rms 2 and 3) (Open to Public)
- 2:30 p.m.—Break
- 2:45 p.m.—EEO Survey Questions (Open to Public)
- 3:15 p.m.—Fall Conference Overview and Wrap Up (Open to Public)
- 4:00 p.m.—Depart the Pentagon

Dated: August 11, 1999.

**L.M. Bynum,**

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

[FR Doc. 99–21229 Filed 8–16–99; 8:45 am]

BILLING CODE 5001–10–M

**DEPARTMENT OF DEFENSE**

**Marine Corps**

**Privacy Act of 1974; System of Records**

**AGENCY:** Marine Corps, DoD.

**ACTION:** Amend records systems.

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

**DATES:** These actions will be effective without further notice on September 16, 1999 unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to the Head, FOIA and Privacy Act Section, Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380–1775.

**FOR FURTHER INFORMATION CONTACT:** Ms. B. L. Thompson at (703) 614–4008 or DSN 224–4008.

**SUPPLEMENTARY INFORMATION:** The U.S. Marine Corps 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 proposed actions are not within the purview of subsection (r) of the Privacy Act (5 U.S.C. 552a), as amended, which would require the submission of a new or altered system report for each system. The specific changes to the record systems being amended are set forth below followed by the notices, as amended, published in their entirety.

Dated: August 11, 1999.

**L. M. Bynum,**

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

**MMN00002**

**SYSTEM NAME:**

Listing of Retired Marine Corps Personnel (*February 22, 1993, 58 FR 10630*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Commandant of the Marine Corps (Code MMSR-6), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103.'

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

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

Delete the second, third, and fourth paragraphs.

\* \* \* \* \*

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

Delete entry and replace with 'Commandant of the Marine Corps (Code MMSR-6), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103.'

\* \* \* \* \*

**MMN00002**

**SYSTEM NAME:**

Listing of Retired Marine Corps Personnel.

**SYSTEM LOCATION:**

Commandant of the Marine Corps (Code MMSR-6), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103.'

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

All retired members of the Marine Corps, including those former Marines in the receipt of disability benefits from the Department of Veterans Affairs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system is a microfiche listing derived from automated sources depicting the retiree's name, Social Security Number, grade, mailing address and retirement component code.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.

**PURPOSE(S):**

To provide a record of all retired members for use in determination of benefits and entitlements as a retiree.

**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:

Leatherneck Magazine and Marine Corps Gazette - For maintaining their mailing lists of subscribers to these semi-official, professional publications.

The 'Blanket Routine Uses' set forth at the beginning of the Marine Corp'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:**

Controlled distribution microfiche listing. Stock copies maintained in locked room.

**RETRIEVABILITY:**

Listing in alphabetical order, with officer personnel listed separate from enlisted personnel.

**SAFEGUARDS:**

Building employs security guards. Distribution is strictly controlled.

**RETENTION AND DISPOSAL:**

Destroyed upon being superseded by updated monthly listing.

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

Commandant of the Marine Corps (Code MMSR-6), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commandant of the Marine Corps (Code MMSR-6), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103.

The letter should contain the full name and signature of the requester.

Individuals may visit the installation at 3280 Russell Road, Quantico, VA 22134-5103 on normal work days between 8:00 a.m. and 4:30 p.m. Proof of identification may consist of individual's active, reserve or retired identification card, Armed Forces Report of Transfer or Discharge (DD Form 214), discharge certificate, driver's license or other data sufficient to ensure that the individual is the subject.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commandant of the Marine Corps (Code MMSR-6), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103.

The letter should contain the full name and signature of the requester.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps and the Department of Veterans Affairs.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**MMN00034****SYSTEM NAME:**

Personnel Procurement Working Files (February 22, 1993, 58 FR 10630).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

After the words 'Personnel Procurement Branch,' add 'Commanding General, Marine Corps Recruit Depots/Western and Eastern Recruiting Region.'

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

**RETRIEVABILITY:**

Delete the entry and replace with 'Information retrieved alphabetically by the last name of individual, according to program.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Records maintained for two years from application, then they are destroyed.'

\* \* \* \* \*

**MMN00034****SYSTEM NAME:**

Personnel Procurement Working Files.

**SYSTEM LOCATION:**

Headquarters, U.S. Marine Corps, Personnel Procurement Branch, Commanding General, Marine Corps Recruit Depots/Western and Eastern Recruiting Region, Marine Corps Districts, Recruiting Stations, Officer Selection Offices, Organized Marine Corps Reserve units, U.S. Marine Corps recruiting substations, Inspector-Instructor staff.

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

Civilians and prior service individuals who are prospective applicants for enlistment in the Marine Corps, Marine Corps Reserve or a Marine Officer program, individuals on

which a written waiver for enlistment has been requested; Platoon Leader Class Candidates receiving financial assistance while attending college; all individuals applying for various officer programs; Marine Corps Reserve enlistees who are serving on their 6 months active duty prior to return to Organized Marine Corps Reserve unit maintaining their record; Personnel enlisted in the Marine Corps Reserve assigned to a formal school upon enlistment; Secondary school students who participated in the Marine Corps Youth Physical Fitness meet held annually in Washington, DC, and the coach fielding each team; any individual recommended for enlistment in the Marine Corps by a recruiting officer even though the applicant does not meet the enlistment requirements set forth in current guidance as set forth by the Commandant of the Marine Corps.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

All files contain name (last, first, middle, (maiden, if any), Jr., Sr.), Social Security Number, home of record. Files relating specifically to enlistment or officer procurement contain citizenship, sex, race, ethnic group, present address, marital status, number of dependents, date of birth, religious reference, highest grade completed, selective service system data, foreign language and skill, driver's license information, mental and aptitude test results, medical examination result, delayed enlistment program information, accession data, educational experience, citizenship verification, history of prior military service, names of relatives to include date and place of birth, present address and citizenship, listing of commercial life insurance policies and number, relatives and alien friends living in foreign countries to include name and relationship, age, occupation, address and citizenship, all previous residences since 10th birthday, previous employment record to include company name and address, job title and supervisor's name, data concerning previous employment by foreign governments, prior membership in youth programs, history of foreign travel. Declarations from the individual concerning; previous rejection by the Armed Forces of the United States, conscientious objector status, previous deserter status, retired pay, disability allowance, or severance pay or a pension from the Government of the United States, status as only child; understandings by the applicant; date of interview and name, organization, title of interviewer; history of prior use of drugs except as prescribed by a licensed

physician; marital status and dependency; membership in groups for purpose of unlawful overthrow of the Government; history and record of involvement with police or judicial authorities; parental/guardian consent for enlistment; enlistment options; current income; whether own, buying or renting present residence; outstanding debts to include total amounts and monthly payments; status of savings account and checking account; spouses' employment and monthly income; police checks, character references; record of prior service; court documents; marriage certificates; birth certificates; record of medical record of medical examination; record of examination; record of medical history; consultations statement of personal history; divorce decrees; death certificates; photographs; high school diploma; college diploma; grade transcript; General Educational Development certificates of high school equivalency; sole surviving son statements; statement of understanding; wife's consent form; applications for General Educational Development certificates of high school equivalency. Files relating to Marine Corps personnel on active duty contain information pertaining to name, Social Security Number, sex, unit of assignment, home of record, education, Armed Services Vocational Aptitude Battery Test scores, vision, military occupational specialty training information, Quota Serial Number, training authorized.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.

**PURPOSE(S):**

To provide a record on individuals for use in the execution of Official duties with regard to personnel procurement.

**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' set forth at the beginning of the Marine Corp'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 electronic records.

**RETRIEVABILITY:**

Information retrieved alphabetically by the last name of individual, according to program.

**SAFEGUARDS:**

Access is limited to Reserve unit command, recruiting, and administrative personnel and law enforcement or Federal agents upon presentation of proper credentials.

After working hours the office and building is locked.

**RETENTION AND DISPOSAL:**

Records maintained for two years from application, then they are destroyed.

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

Commander of unit holding file. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, 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 or visiting the Commander of unit holding file. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Provide full name and military status. Proof of identity may be established by military identification card or DD 214 or driver's license.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to or visiting the Commander of unit holding file. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Provide full name and military status. Proof of identity may be established by military identification card or DD 214 or driver's license.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency

determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

High school lists, DD 214's prospect interviews/referrals, local newspapers, youth fitness programs, individual contacts, Marine Corps officials.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**MIL00019****SYSTEM NAME:**

Equipment and Weapons Receipt or Custody Files (*February 22, 1993, 58 FR 10630*).

**CHANGES:**

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

**MIL00019****SYSTEM NAME:**

Equipment and Weapons Receipt or Custody Files.

**SYSTEM LOCATION:**

System is decentralized. Records are maintained at Marine Corps commands, organizations, or activities that issue said equipment or weapons.

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

System contains name, rank, Social Security Number, unit address, and date.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This file contains name, rank, Social Security Number, itemized list of equipment issued, date issued, and possibly unit and section/Department to which assigned.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.

**PURPOSE(S):**

To provide a record of individuals who have government property in their possession for use in the management of that property.

**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' set forth at the beginning of the Marine Corp'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 binder, file folder, box, vertical card file, or index cards.

**RETRIEVABILITY:**

Records are filed alphabetically by name.

**SAFEGUARDS:**

After working hours, the office and building are locked. A guard is located in the general vicinity.

**RETENTION AND DISPOSAL:**

These records are destroyed upon the return of the property listed.

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

Commanding officer of the activity.

**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.

Provide full name and military status. Proof of identity may be established by military identification card or DD Form 214 and drivers license.

**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.

Provide full name and military status. Proof of identity may be established by military identification card or DD Form 214 and drivers license.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information is entered by visual certification of property, issued and identification presented by individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**MIL00021****SYSTEM NAME:**

Working Files, Division Supply Sections and Wing Supply Sections (February 22, 1993, 58 FR 10630).

**CHANGES:**

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**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete the last two paragraphs and replace with 'Investigations - Two years after the end of the fiscal year in which the investigation as completed. All files are destroyed after being maintained the required time.'

\* \* \* \* \*

**MIL00021****SYSTEM NAME:**

Working Files, Division Supply Sections and Wing Supply Sections.

**SYSTEM LOCATION:**

Division Supply Section, Regiments, Battalions, Separate Companies, Wing Supply Sections, Groups, Separate Squadrons

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

Personnel responsible for government property, reimbursing government for damages/loss of property.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Equipment Custody Records (ECR) - This file contains the date, voucher number, remarks, quantity, signature, control number, description and unit.

Memorandum Receipt for Individual/Garrison Equipment (IMR) - This file includes the name, grade, Social Security Number, date, organization, signature and unit.

Memorandum Receipt for Individual Weapons and Accessories - This file includes the name, grade, Social Security Number, organization, signature and unit.

Personal Effects Log - This file includes the date, name, Social Security Number, grade and signature.

Letter of Appointment/Authorization - These files include the date, name, grade, Social Security Number, description of duties/authorizations and sample signature.

Voucher Files - Cash Collection - This file includes the name, grade, Social Security Number, unit, description of sales and signature.

Voucher Files - Investigations - This file includes the name, grade, Social Security Number of investigating officer, subject, serial number, date investigation received, date sent to unit for correction (if applicable), due date to be returned and remarks. File also contains a copy of the investigation.

Special Order Clothing - This file includes the name, rank, Social Security Number, msg number, individual unit, and remarks regarding receipt of clothing.

Base Property Log - Contains a list of names of personnel who have lost and paid for government property.

Serialized Blank Forms Register - Contains a listing of personnel by name who issue/receive serialized blank forms.

Quarterly Inventory of Sets, Chests and Kits - Contains a file of inventories made on contents of sets, chests and kits including the name, rank and Social Security Number of the individual inventorying property.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.

**PURPOSE(S):**

To provide a record, by units, of supplies, property and responsible property management personnel for maintenance and accountability of government property.

**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' set forth at the beginning of the Marine Corp'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:**

ECR - Vertical file cards.

IMR; Individual Weapons and Accessories, Special Clothing - card file. Personal Effects; Investigation; Base Property Log; Serialized Blank Forms Register-Log Book.

Letters of Appointment/ Authorization; Voucher Files, investigations; Quarterly inventories of Sets, Chests and Kits - paper records in file folders.

**RETRIEVABILITY:**

ECR - filed by unit or responsible officer.

IMR; Individual Weapons and Accessories; Special Clothing - filed alphabetically by name.

Personal Effects, Investigation Log; Letter of Appointment/Authorization; Voucher Files; Base Property Log; Serialized Blank Form Register; Quarterly Inventory of Sets, Chests and Kits - as it occurs by name.

**SAFEGUARDS:**

IMR; Individual Weapons and Accessories Records - maintained in secured area within armories accessible only to personnel authorized to be in the area.

ECR; Personal Effects Log; Letters of Authority; Voucher Files; Investigations; Special Clothing; Base Property Log; Serialized Blank Forms Register; Quarterly Inventory of Sets, Chests and Kits - Personnel within supply/S-4 sections authorized access, no special safeguard implemented.

**RETENTION AND DISPOSAL:**

ECR; IMR; Weapons Custody Records; Special Clothing retain until accountable balance is zero.

Personal Effects Log; Quarterly Inventory of Sets, Chests and Kits - one year.

Letters of Appointment/Authorization - five (5) years.

Voucher Files; Investigation Log; Base Property Log; Serialized Blank Forms - two years.

Investigations - Two years after the end of the fiscal year in which the investigation as completed.

All files are destroyed after being maintained the required time.

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

Division Supply Officers, Marine Corps Division; Wing Supply Officers, Marine Corps Aircraft Wings. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, 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 Division Supply Officers, Marine Corps Division; Wing Supply Officers, Marine Corps Aircraft Wings. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Written requests for information should contain the full name and grade of the individual as well as the unit to which he is/was attached which would reflect information pertaining to him.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Division Supply Officers, Marine Corps Division; Wing Supply Officers, Marine Corps Aircraft Wings. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Written requests for information should contain the full name and grade of the individual as well as the unit to which he is/was attached which would reflect information pertaining to him.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual and/or individual's SRB or OQR or other listing unit may have which contains required information.

Incoming messages for Special Order Clothing.

Base Locator.

Completed investigations submitted.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**MJA00003****SYSTEM NAME:**

Magistrate Court Case Files (*February 22, 1993, 58 FR 10630*).

**CHANGES:**

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy;

10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Files maintained for two years after case closed, then retired to Federal Records Center.'

\* \* \* \* \*

**MJA00003****SYSTEM NAME:**

Magistrate Court Case Files.

**SYSTEM LOCATION:**

All Marine Corps activities.

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

Civilians pending and tried by the assigned Federal magistrate for crimes committed on military reservation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Investigative reports, complaints, summons and warrants.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.

**PURPOSE(S):**

To provide a record of summons, warrants, investigative reports and complaints for use by military prosecutors in the preparation of cases of trial.

**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' set forth at the beginning of the Marine Corp'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:**

Filed alphabetically by name. Conventional indices are required for retrieval.

**SAFEGUARDS:**

Maintained in file cabinet in locked building.

**RETENTION AND DISPOSAL:**

Files maintained for two years after case closed, then retired to Federal Records Center.

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

Commanding officer of activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, 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 the system should address written inquiries to the Commanding Officer of the Marine Corps installation concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, 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 activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Law enforcement reports, bad check transmittal letters from Government agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**MJA00004**

**SYSTEM NAME:**

In Hands of Civil Authorities Case Files (*February 22, 1993, 58 FR 10630*).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'File maintained by command until civil action resolved, then incorporated into Official Military Personnel File (OMPF).'

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**MJA00004**

**SYSTEM NAME:**

In Hands of Civil Authorities Case Files.

**SYSTEM LOCATION:**

All Marine Corps activities.

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

All military personnel who are in hands of civil authorities or have charges pending against them by civil authorities.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Civil court documents, advise to respondent, health statements/certificates, written agreement releasing the Marine to civilian authorities and supporting documents pertaining to individual.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and 10 U.S.C. 814.

**PURPOSE(S):**

To provide a record of Marines in the hands of civil authorities for use in the administrative processing of such individuals.

**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' set forth at the beginning of the Marine Corp'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:**

Filed alphabetically by last name of individual by calendar year in which processing is completed.

**SAFEGUARDS:**

Files are stored in filing cabinets accessible only to authorized personnel.

Doors are locked and full-time security guards are employed after normal working hours.

**RETENTION AND DISPOSAL:**

On discharge personnel, record incorporated into administrative discharge file. Others retained for two years after completion of calendar year in which processed, then destroyed in accordance with the Navy and Marine Corps Records Disposal Manual.

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

Staff Judge Advocate or legal officer of the activity concerned.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Staff Judge Advocate or legal officer of the activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Requester must be able to provide satisfactory identifying information.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to access information about themselves contained in this system should address written inquiries to the Staff Judge Advocate or legal officer of the activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Requester must be able to provide satisfactory identifying information.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Warrant for arrest, service records, health records, civil court documents, law enforcement personnel and various DOD agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**MJA00005**

**SYSTEM NAME:**

Financial Assistance/Indebtedness/Credit Inquiry Files (*February 22, 1993, 58 FR 10630*).

**CHANGES:**

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy, 10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Records maintained two years after issue closed, then destroyed.'

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

Add to entry 'U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.'

\* \* \* \* \*

**MJA00005****SYSTEM NAME:**

Financial Assistance/Indebtedness/Credit Inquiry Files.

**SYSTEM LOCATION:**

All Marine Corps activities.

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

Marines identified as owing debts and/or having dependents requiring financial aid.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains name, rank, Social Security Number, military occupational specialty component, marital and dependency status and supporting documents pertaining to indebtedness, financial assistance and credit inquiries.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy, 10 U.S.C. 5041, Headquarters, Marine Corps.

**PURPOSE(S):**

To provide a record of Marines identified as owing debts or having need for financial aid for use in processing correspondence relating to financial assistance, credit inquiry or indebtedness.

**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' set forth at the beginning of the Marine Corp'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:**

Records are retrieved by name and Social Security Number of the individual concerned.

**SAFEGUARDS:**

File accessible only to authorized personnel in the execution of their official duties. Maintained in locked building with full time duty personnel present during non-working hours.

**RETENTION AND DISPOSAL:**

Records maintained two years after issue closed, then destroyed.

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

U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, 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 activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Requester must be able to provide satisfactory identifying information.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commanding officer of activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Requester must be able to provide satisfactory identifying information.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32

CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Previous and current commanders, private individuals and commercial creditors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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BILLING CODE 5001-10-F

**DEPARTMENT OF DEFENSE****Defense Security Service****Privacy Act of 1974; System of Records**

**AGENCY:** Defense Security Service, DoD.

**ACTION:** Notice to Amend Systems of Records.

**SUMMARY:** The Defense Security Service (DSS) is amending existing Privacy Act systems of records notices in its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

In addition, the name of the agency is being changed to 'DEFENSE SECURITY SERVICE' in the preamble to the agency's compilation of systems of records notices.

**DATES:** The actions will be effective on September 16, 1999, comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to Office of the General Counsel, Defense Security Service, 1340 Braddock Place, Alexandria, VA 22314-1651.

**FOR FURTHER INFORMATION CONTACT:** Mr. Leslie Blake (703) 325-9450.

**SUPPLEMENTARY INFORMATION:** The Defense Security Service notices for systems of records 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 specific changes to the record systems being amended are set forth below followed by the notices, as amended, published in their entirety. The proposed amendments 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 a new or altered system report.

In addition, the name of the agency is being changed to 'DEFENSE SECURITY SERVICE' in the preamble to the agency's compilation of systems of records notices.