

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current and former employees of the USMS who have been issued office keys for USMS Headquarters locations.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contained in this system consist of an automated index which includes the name of the employee to whom a key is issued; the social security number (only when two or more employees have identical names, including middle initial); unique key identification code number; key type (e.g., grand master, master, submaster, change); storage container hook number; description (e.g., number identification) of door(s), room(s), and/or area(s) the key opens or accesses; transactions type and/or status (e.g., key issued, transferred, retrieved, lost, broken) and transaction date; and, any other appropriate comment, e.g., comments regarding key, door, room, area, etc. In addition, a manual index with abbreviated data is maintained as a backup system. This manual index includes the room/suite number, the name of the employee to whom a key is issued, the key identification code number, and date(s) of issuance and retrieval.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and 44 U.S.C. 3101.

PURPOSE(S):

The USMS Key Control Record System serves as a record of keys issued and facilitates continuing security at USMS Headquarters locations. Records are maintained to assist in restricting office and work area access to authorized USMS personnel by controlling, monitoring and tracking keys issued. In addition, the records assist in identifying any repairs, changes, or additional security measures that may be necessary as a result of lost or broken keys.

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

Records or information may be disclosed:

(a) In the event that a record(s) indicate a violation of potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order pursuant thereto, the relevant record(s) may be disclosed to the appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting such violation, and/or

charged with enforcing or implementing such statute, rule, regulation or order;

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(c) To student volunteers or other workers, who technically do not have the status of Federal employees, when they are performing work for the USMS as authorized by law and they need access to personally identifiable information in USMS records in order to perform their assigned USMS functions;

(d) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(e) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record;

(f) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

Automated index records are stored on magnetic disks. Paper copies of automated records are kept in file folders and original paper records of the manual index are stored in card files.

RETRIEVABILITY:

Records are retrieved by name of the individuals covered by the system.

SAFEGUARDS:

Access to these records is restricted to personnel of the USMS, Office of

Security. Computerized records may be accessed only by assigned code and password. Paper records are located in a restricted area and are maintained in metal filing cabinets or safes which are locked during non-duty hours.

RETENTION AND DISPOSAL:

Records are retained for three years after turn-in of the key at which time they are destroyed (General Records Schedule 18).

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Office of Security, Executive Services Division, United States Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

NOTIFICATION PROCEDURE:

Same as the "Records access procedures."

RECORD ACCESS PROCEDURES:

Make all requests for access in writing and clearly mark letter and envelope "Freedom of Information/Privacy Act Request." Clearly indicate the name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide a return address for transmitting the information.

CONTESTING RECORD PROCEDURES:

Direct all requests to contest or amend information to the system manager listed above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Freedom of Information/Privacy Act Request."

RECORD SOURCE CATEGORIES:

Information contained in this system is collected from the individual and the system manager.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 99-28631 Filed 11-5-99; 8:45 am]

BILLING CODE 4410-AR-M

DEPARTMENT OF JUSTICE

[AAG/A Order No. 176-99]

Privacy Act of 1974; System of Records

AGENCY: Department of Justice.

ACTION: Notice of New Systems of Records.

SUMMARY: Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), the United States

Marshals Service (USMS), Department of Justice, proposes to establish two new systems of records entitled "Judicial Security Staff Inventory, Justice/USM-017," and USMS Alternative Dispute Resolution (ADR) Files and Database Tracking System, Justice/USM-018," and proposes routine uses for the new systems. Title 5 U.S.C. 552a(e)(4) and (11) provide that the public be given a 30-day period in which to comment on routine uses. The Office of Management and Budget (OMB), which has oversight responsibility under the Act, requires a 40-day period in which to review the proposed systems. The public, OMB and Congress are invited to comment on the proposed systems of records.

DATES: The proposed systems of records will be effective December 20, 1999, unless comments are received that result in a contrary determination.

ADDRESSES: Submit written comments to the Department of Justice, ATTN: Mary E. Cahill, Management and Planning Staff, Justice Management Division, Room 1400, National Place Building, Washington, DC 20530.

FOR FURTHER INFORMATION CONTACT: Mary E. Cahill at (202) 307-1823.

SUPPLEMENTARY INFORMATION: The USMS is responsible for ensuring the effective operation of the judicial system through the administration and implementation of courtroom security requirements, the protection of Federal jurists, court officers, and other threatened persons, the execution of Federal arrest warrants, and other law enforcement functions. The proposed system, Judicial Security Staff Inventory, Justice/USM-017, will be used by management of the Judicial Security Division (JSD) to assist in the effective control of accountable property and to ensure that JSD personnel maintain equipment necessary and in proper working order to perform their functions, especially law enforcement functions, and to respond quickly to urgent operational law enforcement activities as they develop.

The USMS Alternative Dispute Resolution (ADR) process offers an alternative to employees to established channels for addressing formal grievances and Equal Employment Opportunity complaints which may result in a simpler, quicker less expensive, and less adversarial resolution of disputes. The proposed ADR system of records is used to facilitate the effective operation of the ADR process in resolving grievances and complaints, to track case activity, and to compile data for required reports.

In accordance with 5 U.S.C. 552a(r), the Department has provided a report on

the proposed systems of records to OMB and the Congress. Descriptions of the Systems are printed below.

Dated: October 22, 1999.

Janis A. Sposato,
Acting Assistant Attorney General for Administration.

JUSTICE/USM-017

SYSTEM NAME:

Judicial Security Staff Inventory.

SECURITY CLASSIFICATION:

Limited Official Use.

SYSTEM LOCATION:

Judicial Security Division (JSD), U.S. Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210. Categories of individuals covered by the system: USMS employees assigned to JSD.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contained in this computerized system consist of (1) an individual's name, date of birth, social security number, and type of passport with expiration date; (2) inventory of accountable property assigned to individual, including: Weapon, protective body armor with expiration date of warranty, vehicle, credit cards, cell phone, pager, and office equipment.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 28 U.S.C. 509 and 510; 44 U.S.C. 3101 and 28 CFR 0.111.

PURPOSE(S):

This system will be used to assist JSD management in the effective control of accountable property and to ensure that JSD personnel maintain equipment necessary and in proper working order to perform their functions, especially law enforcement functions, and to respond quickly to urgent operational law enforcement activities as they develop.

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

Records or information may be disclosed:

(a) to appropriate Federal, State or local law enforcement agencies in connection with actual or potential violation of criminal or civil laws, statutes, or regulations, or in conjunction with investigative or litigative responsibilities of the recipient agency;

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation or has an interest in litigation and such

records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivisions; any USMS employee in his or her official capacity, or in his or her individual capacity, where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions:

(c) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(d) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record;

(e) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

STORAGE:

Records are kept in a computerized database.

RETRIEVABILITY:

Information is retrieved by name and social security number.

SAFEGUARDS:

Access is limited to designated staff of JSD by assigned user code and password. JSD is located in a restricted area of USMS Headquarters which is under 24-hour guard protection with entry controlled by official and electronic identification.

RETENTION AND DISPOSAL:

Files are maintained until the employee leaves JSD at which time all records on the individual will be erased from the database.

SYSTEM MANAGER(S) AND ADDRESS:

Assistance Director, Judicial Security Division, U.S. Marshals Service, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

NOTIFICATION PROCEDURE:

Same as the "Record access procedures."

RECORD ACCESS PROCEDURES:

Make all requests for access in writing and clearly mark letter and envelope "Privacy Act Request." Clearly indicate the name of the requester, nature of the record sought, approximate dates of the record, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, attention: FOI/PA Officer, and provide a return address for transmitting the information.

CONTESTING RECORD PROCEDURES:

Direct all requests to contest or amend information to the system manager identified above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought. Clearly mark the letter and envelope "Privacy Act Request."

RECORD SOURCE CATEGORIES:

Information is obtained from subject JSD employees and office and records on accountable property.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

JUSTICE/USM-018**SYSTEM NAME:**

United States Marshals Service Alternative Dispute Resolution (ADR) Files and Database Tracking System.

SECURITY CLASSIFICATION:

Limited official use.

SYSTEM LOCATION:

Human Resources Division, United States Marshals Service (USMS), 600 Army Navy Drive, Arlington, Virginia 22202-4210.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the USMS who are designated as complainants who select ADR mediation as the mechanism to resolve disagreements and designated respondents to such complaints.

CATEGORIES OF RECORDS IN THE SYSTEM:

ADR files contain a statement of issue(s) which include type of dispute, parties involved, and date ADR requested or notified by complainant; mediator appointed; correspondence or letters which may include ground rules, acknowledgement of time requirements and issues related thereto; pre-conference agreements; minutes of ADR

activity; written agreement, and dispute resolution and date resolved.

The ADR data tracking system contains names of complainant and respondent; type of dispute, e.g., job assignment, leave, promotion; source of complaint, e.g., Equal Employment Opportunity (EEO) or grievance; process utilized, e.g., mediation, conciliation, fact finding; district/office; ADR contact individual; date ADR request received; date resolved; and calculation of time spent in resolving matters and, if applicable, name of mediator.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301 and 44 U.S.C. 3101.

PURPOSE(S):

The ADR process is a parallel system to the grievance process and Equal Employment Opportunity (EEO) complaint process which offers the possibility of a simpler, quicker, less expensive, and less adversarial resolution of disputes. The ADR files are used to facilitate the effective operation of the ADR process in resolving discrimination complaints and workplace grievances by USMS employees and applicants for employment. The ADR database is used to track case activity, primarily for completion of reports. Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this file may be disclosed:

(a) To appropriate Federal, State or local law enforcement agencies in connection with actual or potential violation of criminal or civil laws, statutes, or regulations, or in conjunction with investigative or litigative responsibilities of the recipient agency;

(b) In a proceeding before a court or adjudicative body before which the USMS is authorized to appear when any of the following is a party to litigation and such records are determined by the USMS to be arguably relevant to the litigation: The USMS or any of its subdivision; any USMS employee in his or her official capacity, or in his or her individual capacity where the Department of Justice agrees to represent the employee; or the United States where the USMS determines that the litigation is likely to affect it or any of its subdivisions;

(c) To the news media and the public pursuant to 28 CFR 50.2 unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy;

(d) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of and at the request of the individual who is the subject of the record; and

(e) To the National Archives and Records Administration and to the General Services Administration in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Records in this system are not appropriate for disclosure to consumer reporting agencies.

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

Records are stored in standard file cabinets. Computerized records are stored in a database server in a secured file room.

RETRIEVABILITY:

Records are retrieved by name of employee.

SAFEGUARDS:

Access is restricted to authorized personnel with the need to know in the Human Resources Division, Equal Employment Opportunity Division, and the Office of General Counsel. Computerized records may be accessed only by assigned code and password. In addition, records are stored in metal file cabinets within the Human Resources Division and access to USMS headquarters is controlled by 24-hour guard services.

RETENTION AND DISPOSAL:

Records are maintained for 7 years and then data in the system, as well as hard copies, are purged.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Human Resources Division, USMS, 600 Army Navy Drive, Arlington, Virginia 22202-4210.

NOTIFICATION PROCEDURE:

Same as "Record access procedures."

RECORD ACCESS PROCEDURES:

Make all request for access in writing and clearly mark letter and envelope "Privacy Act Request." Clearly indicate name of the requester, nature of the record sought, approximate dates of the records, and provide the required verification of identity (28 CFR 16.41(d)). Direct all requests to the system manager identified above, Attention: FOI/PA Officer, and provide

a return address for transmitting the information.

CONTESTING RECORD PROCEDURES:

Direct all requests to contest or amend information to the system manager in accordance with the procedures outlined above. State clearly and concisely the information being contested, the reasons for contesting it, and the proposed amendment to the information sought.

RECORD SOURCE CATEGORIES:

Employee complainants who select the ADR process to resolve their disputes, respondents, and ADR mediator.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 99-28632 Filed 11-5-99; 8:45 am]

BILLING CODE 4410-AR-M

DEPARTMENT OF LABOR

Office of the Secretary

Submission for OMB Review; Comment Request

November 1, 1999.

The Department of Labor (DOL) has submitted the following public information collection requests (ICRs) to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. Chapter 35). A copy of each individual ICR, with applicable supporting documentation, may be obtained by calling the Department of Labor, Departmental Clearance Officer, Ira Mills (202 219-5096 ext. 143) or by E-Mail to Mills-Ira@dol.gov.

Comments should be sent to Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for BLS, DM, ESA, ETA, MSHA, OSHA, PWBA, or VETS, Office of Management and Budget, Room 10235, Washington, DC 20503 (202 395-7316), within 30 days from the date of this publication in the **Federal Register**.

This OMB is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;

- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Agency: Occupational Safety and Health Administration.

Title: Temporary Labor Camps.

OMB Number: 1218-0096.

Frequency: On occasion.

Affected Public: business or other for-profit; Federal Government; State, Local or Tribal government.

Number of Respondents: 838.

Estimated Time Per Respondent: Five minutes per response.

Total Burden Hours: 67.

Total Annualized capital/startup costs: \$0.

Total annual costs (operating/maintaining systems or purchasing services): \$0.

Description: The purpose of the Temporary Labor Camp standard is to eliminate the incidence of communicable disease among temporary labor camp residents. The standard requires camp superintendents to report immediately to the local health officer (1) the name and address of any individual in the camp known to have or suspected of having a communicable disease or suspected food poisoning, or (2) an unusual prevalence of any illness in which fever, diarrhea, sore throat, vomiting, or jaundice is a prominent symptom.

Ira L. Mills,

Departmental Clearance Officer.

[FR Doc. 99-29111 Filed 11-5-99; 8:45 am]

BILLING CODE 4510-26-M

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice 99-139]

NASA Advisory Council, Life and Microgravity Sciences and Applications Advisory Committee, NASA-NIH Advisory Subcommittee on Biomedical and Behavioral Research Meeting

AGENCY: National Aeronautics and Space Administration.

ACTION: Notice of meeting.

SUMMARY: In accordance with the Federal Advisory Committee Act, Public Law 92-463, as amended, the National

Aeronautics and Space Administration announces a meeting of the NASA Advisory Council, Life and Microgravity Sciences and Applications Advisory Committee, NASA-NIH Advisory Subcommittee on Biomedical and Behavioral Research.

DATES: Thursday, November 18, 1999, 8:30 a.m. to 5:00 p.m.; and Friday, November 19, 1999, 8:00 a.m. to 10:30 a.m.

ADDRESSES: National Aeronautics and Space Administration Headquarters, 300 E Street, SW, MIC-5A, Room 5H46, Washington, DC 20546.

FOR FURTHER INFORMATION CONTACT: Dr. Joan Vernikos, Code UL, National Aeronautics and Space Administration, Washington, DC 20546, 202/358-0220.

SUPPLEMENTARY INFORMATION: The meeting will be open to the public up to the seating capacity of the room. The agenda for the meeting is as follows:

- Action Status
- NASA Life Sciences Division Update
- LSAS and LMSAAC Reports
- Flight Status
- NASA-NIH Joint Activities
- NCI Unconventional Innovations Programs
- NASA Biology Inspired Technology
- NASA-NCI Joint Program
- Joint Workshops
- Discussions of Finding and Recommendations
- Discussions of Actions
- Review of Committee Findings and Recommendations

It is imperative that the meeting be held on this date to accommodate the scheduling priorities of the key participants. Visitors will be requested to sign a visitor's register.

Dated: November 2, 1999.

Matthew M. Crouch,

Advisory Committee Management Officer, National Aeronautics and Space Administration.

[FR Doc. 99-29113 Filed 11-5-99; 8:45 am]

BILLING CODE 7510-01-U

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice 99-140]

NASA Advisory Council (NAC), Technology and Commercialization Advisory Committee (TCAC); Meeting

AGENCY: National Aeronautics and Space Administration.

ACTION: Notice of meeting.

SUMMARY: In accordance with the Federal Advisory Committee Act, Public Law 92-463, as amended, the National