

DEPARTMENT OF THE INTERIOR**Minerals Management Service****Privacy Act of 1974; As Amended; Revisions to the Existing System of Records**

AGENCY: Minerals Management Service, Department of the Interior.

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Minerals Management Service (MMS) is issuing public notice of its intent to modify an existing Privacy Act system of records notice, MMS-8, "Advanced Budget/Accounting Control and Information System (ABACIS)." The revisions will identify an organizational change, update the address(es) of the System Location and the System Manager, and add CD-ROM as a storage media.

EFFECTIVE DATE: 5 U.S.C. 552a(e)(11) requires that the public be provided a 30-day period in which to comment on the intended use of the information in the system of records. The Office of Management and Budget, in its Circular A-130, requires an additional 10-day period (for a total of 40 days) in which to make these comments. Any persons interested in commenting on this revised system of records may do so by submitting comments in writing to the U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, 381 Elden Street, Herndon, Virginia 20170-4817. Comments received within 40 days of publication in the **Federal Register** will be considered. The system will be effective as proposed at the end of the comment period, unless comments are received which would require a contrary determination.

ADDRESSES: Send written comments to U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, Herndon, Virginia 20170-4817.

FOR FURTHER INFORMATION CONTACT: Chief, Financial Management Branch, Minerals Management Service, Mail Stop 2300, 381 Elden St., Herndon, Virginia 20170-4817.

SUPPLEMENTARY INFORMATION: The MMS is proposing to amend the system notice for MMS-8, "Advanced Budget/Accounting Control and Information System (ABACIS)," to more accurately and clearly describe the address(es) of the System Location and the System Manager. The revision reflects an organizational change, a change of address in the Herndon, Virginia,

System Manager location, adds CD-ROM as an additional storage media. Accordingly, the MMS proposes to amend the "Advanced Budget/Accounting Control and Information System (ABACIS)," MMS-8 in its entirety to read as follows:

Robert E. Brown,

Associate Director for Administration and Budget.

INTERIOR/MMS-8**SYSTEM NAME:**

Advanced Budget/Accounting Control and Information System (ABACIS)—Interior, MMS-8.

SYSTEM LOCATION:

Department of the Interior, Minerals Management Service, Office of Administration and Budget, Chief, Financial Management Branch, Mail Stop 2300, 381 Elden St., Herndon, Virginia, 20170-4817.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All debtors including employees, former employees, persons paying for goods or services, returning overpayments, or otherwise delivering cash, business firms, private citizens and institutions. Some of the records in the system pertain to individuals and may reflect personal information. Only the records reflecting personal information are subject to the Privacy Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individuals' name, Social Security Number, address amount owed by or to, goods or services purchased, overpayment, check number, date and treasury deposit number, awards, advances, destination, itineraries, modes and purposes of travel, expenses, amount claimed and reimbursed, travel orders, vouchers, and information pertaining to an amount owed on an outstanding or delinquent travel advance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) 5 U.S.C. 5514 (2) 31 U.S.C. 3511 (3) 5 U.S.C. 5701-09 (4) 31 U.S.C. 3701, 3711, 3717, 3718, (5) U.S.C. 3512.

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

The primary uses of the records are (a) To account for monies paid and collected by the Minerals Management Service, Financial Management Branch, and for billing and followup; (b) to account for travel advances; (c) to compute vouchers to determine amounts claimed and reimbursed; (d) to

account for travel orders, maintain records of modes and purposes of travel and itineraries. Disclosure outside the Department of the Interior may be made (1) To the U.S. Department of Justice or in a proceeding before a court of adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the Government an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled; (2) to disclose pertinent information to an appropriate Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; (3) to a Member of Congress from the record of an individual in response to an inquiry made at the request of that individual; (4) to the Department of the Treasury to effect payment of Federal, State, and local government agencies, nongovernmental organizations, and individuals; (5) to the Federal Agency for the purpose of collecting a debt owed the Federal Government through administrative or salary offset; (6) to other Federal Agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals; (7) to a Federal Agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit; and (8) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant or other benefit; (9) to disclose debtor information to the IRS, or another Federal agency or its contractor solely to aggregate information for the IRS, to collect debts owed to the Federal government through the offset of tax results.

DISCLOSURES TO CONSUMER REPORTING AGENCIES:

Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

STORAGE:

Maintained on computer media with input forms and printed output in manual form, microfilm, and CD-ROM.

RETRIEVABILITY:

Indexed by name, social security number, travel order number, data, appropriations, or fund to be audited.

SAFEGUARDS:

Maintained with safeguards meeting the requirements of 43 CFR 2.51 for computer and manual records.

RETENTION AND DISPOSAL:

Retention and disposal is in accordance with General Records Schedule No. 7, Item Nos. 1-4 and in accordance with GSA Federal Travel Regulations.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Financial Management Branch, Minerals Management Service, Mail Stop 2300, 381 Elden St., Herndon, Virginia 20170-4817.

NOTIFICATION PROCEDURES:

Inquires regarding the existence of a record should be addressed to the System Manager. A written signed request stating that the individual seeks information concerning his/her records is required (43 CFR 2.60).

RECORD ACCESS PROCEDURES:

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

CONTESTING RECORD PROCEDURES:

A petition for amendment should be addressed to the System Manager and must meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Debtor, accounting records, individual remitters, supervisors and standard office references.

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DEPARTMENT OF THE INTERIOR

Minerals Management Service

Privacy Act of 1974; As Amended; Revisions to the Existing System of Records

AGENCY: Minerals Management Service, Department of the Interior.

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Minerals Management Service (MMS) is issuing public notice of its intent to modify an existing Privacy Act system of records notice, MMS-9, "Employee Counseling Services Program." The revision identifies an organizational change and updates the address of the System Manager.

EFFECTIVE DATE: 5 U.S.C. 552a(e)(11) requires that the public be provided a 30-day period in which to comment on the intended use of the information in the system of records. The Office of Management and Budget, in its Circular A-130, requires an additional 10-day period (for a total of 40 days) in which to make these comments. Any persons interested in commenting on this revised system of records may do so by submitting comments in writing to the U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, 381 Elden Street, Herndon, Virginia 20170-4817. Comments received within 40 days of publication in the **Federal Register** will be considered. The system will be effective as proposed at the end of the comment period, unless comments are received which would require a contrary determination.

ADDRESSES: Send written comments to U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, Herndon, Virginia 20170-4817.

FOR FURTHER INFORMATION CONTACT:

Chief, Equal Employment and Development Opportunity Division, Minerals Management Service, 381 Elden Street, Mail Stop 2900, Herndon, Virginia 20170-4817.

SUPPLEMENTARY INFORMATION: The MMS is proposing to amend the system notice for MMS-9, "Employee Counseling Services Program," to identify an organizational change and more clearly define the address of the System Manager. The revision reflects a change of organization and address at the Herndon, Virginia, System Manager location.

Accordingly, the MMS proposes to amend the "Employee Counseling

Services Program," MMS-9 in its entirety to read as follows:

Robert E. Brown,

Associated Director for Administration and Budget.

INTERIOR/MMS-9

SYSTEM NAME:

Employee Counseling Services Program—Interior, MMS-9.

SYSTEM LOCATION:

This system of records is located with the contractor providing counseling services.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All Minerals Management Service employees, former employees, and their family members who seek, are referred, and/or receive assistance through the Employee Counseling Services Program. The records contained in this system which pertain to individuals contain principally personal and/or medical information. These records are subject to the Privacy Act.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in this system include documentation of visits to employee counselor (Employee Counseling Services Program Counselor) and the problem assessment, recommended plan of action to correct the major issue, referral to community or private resource for assistance with personal problems, referral to community or private resource for rehabilitation or treatment, results of referral, and other notes or records of discussions held with the employee made by the Employee Counseling Services Program Counselor. Additionally, records in this system may include documentation of treatment by a therapist or at a Federal, State, local government, or private institution.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

(1) 42 U.S.C. 290dd-1; (2) 42 U.S.C. 290ee-1.

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

The primary use of these records is to counsel and refer employees and/or their family members with personal or medical problems. These records and information may be used to disclose information to qualified personnel for the purpose of conducting scientific research, management audits, financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report or otherwise disclose patient