

**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)(1) 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

identities in any matter (when such records are provided to qualified researchers employed by the Department of the Interior, all patient identifying information will be removed).

**Note.**—Disclosure of information pertaining to an individual with a history of alcohol or drug abuse must be limited in compliance with the restrictions of the confidentiality of Alcohol and Drug Abuse Patient Records Regulations, 42 CFR part 2. Disclosure of records pertaining to the physical and mental fitness of employees are, as a matter of Department policy, afforded the same degree of confidentiality.

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

**STORAGE:**

Maintained in folders in file cabinets.

**RETRIEVABILITY:**

Indexed by name of individual on whom they are maintained.

**SAFEGUARDS:**

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

**RETENTION AND DISPOSAL:**

These records are retained and disposed of in accordance with General Records Schedule No. 1, Item No. 27.

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

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

**NOTIFICATION PROCEDURES:**

Inquiries 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).

**RECORDS 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:**

Information in this system of records comes from the individual to whom it applies, the supervisor of the individual if the individual was referred by a supervisor, the Employee Counseling

Services Program staff who records the counseling session, and the therapists or institutions used as referrals or providing treatment.

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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. 522a), the Minerals Management Service (MMS) is issuing public notice of its intent to modify an existing Privacy Act system of records notice, MMS-12, "Lessee/Operator Training Files." The revisions will update the organization titles and address(s) of the System Location and 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, Operations Analysis Branch, Offshore Engineering and Operations Division, Offshore Minerals Management, Minerals Management Service, 381 Elden Street, Herndon, Virginia 20170-4817.

**SUPPLEMENTARY INFORMATION:** The MMS is proposing to amend the system notice

for MMS-12, "Lessee/Operator Training Files," to identify the new organization titles and more accurately and clearly describe the address(s) of the System Location and the System Manager. The revision reflects a change of address in the Herndon, Virginia, System Manager location.

Accordingly, the MMS proposes to amend the "Lessee/Operator Training Files." MMS-12 in its entirety to read as follows:

**Robert E. Brown,**

*Associate Director for Administration and Budget.*

**INTERIOR/MMS-12**

**SYSTEM NAME:**

Lessee/Operator Training Files—MMS-12.

**SYSTEM LOCATION:**

Operations Analysis Branch, Offshore Engineering and Operations Division, Offshore Minerals Management, Minerals Management Service, Mail Stop 4910, 381 Elden Street, Herndon, Virginia 20170-4817.

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

Personnel who have participated in well control, safety device, workover and well completion training programs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records of student certification consist of the name, social security number, job certification, blowout preventor stack qualification, test score, course type, completion date, school name, school location, and instructor.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

43 U.S.C. 1332(b).

**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 for training and certification pertaining to the structure, management and operation of the production drilling well control, safety device, and workover and well completion/well control training programs. 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 or 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