

**RETRIEVABILITY:**

Retrieved by name, Employee Identification Number or Social Security Number.

**SAFEGUARDS:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked rooms and cabinets. Those in computer storage devices are protected by computer system software

**RETENTION AND DISPOSAL:**

Destroy reports generated at preparing activities when no longer needed. Destroy Individual Attendance and Overtime records after GAO audit or when 6 years old, whichever is sooner.

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

Commanding officers at Air Force organizations, offices, or functions to which the individual is assigned. Official mailing addresses are published as an appendix to the Air Force'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 their organization. Official mailing addresses are published as an appendix to the Air Force's compilation of records notices.

Inquiries should contain the individual's full name, home address, Social Security Number or Employee Identification Number, organization, pay period, and must be signed.

**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 their organization. Official mailing addresses are published as an appendix to the Air Force's compilation of records notices.

Inquiries should contain the individual's full name, home address, Social Security Number or Employee Identification Number, organization, pay period, and must be signed.

**CONTESTING RECORD PROCEDURES:**

The Air Force's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual; time sheets; and work schedules.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 03-25852 Filed 10-10-03; 8:45 am]

**BILLING CODE 5001-08-P**

**DEPARTMENT OF DEFENSE****Department of the Air Force****Privacy Act of 1974; System of Records**

**AGENCY:** Department of the Air Force, DoD.

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

**SUMMARY:** The Department of the Air Force is amending a system of records notice in its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

In addition, a portion of the Preamble to the Air Force Compilation of systems of records notices is being amended as identified below.

**DATES:** This proposed action will be effective without further notice on November 13, 2003 unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to the Air Force Privacy Act Manager, Office of the Chief Information Officer, AF-CIO/P, 1155 Air Force Pentagon, Washington, DC 20330-1155.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Anne Rollins at (703) 601-4043.

**SUPPLEMENTARY INFORMATION:** The Department of the Air Force systems of records notices 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 records 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.

Dated: October 6, 2003.

**Patricia Toppings,**

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

\* \* \* \* \*

**United States Air Force****How Systems of Records Are Arranged**

In the Air Force, records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems of records are grouped in the same way. For example, a system of records on personnel security clearances may be found in "Security—31," and one about Judge Advocate Personnel Records in "Law—51". These numbers are part of the system identification, which precede the notices. They look like this: F031 AF SF A or F051 AFJA C. The letter "F" means Air Force. The first three digits (031 and 051) show that the records pertain to Security and Law respectively. The letters that follow indicate to whom the system applies and/or the Office of Primary Responsibility (OPR). For example, in system F031 AF SF A, AF indicates that this is an Air Force-wide system, with SF denoting Security Forces as the OPR. The last alpha designation is for internal management control. In the records system F051 AFJA C, (without a space between the AF and JA) indicates this is a Judge Advocate General System and applies to the office of The Judge Advocate General only.

A "DoD" in the identifier means that the Air Force system is a DoD-wide system of records and applies to all DoD Components.

**Using the Index Guide**

The systems of records maintained by the Air Force are contained within the subject series that are listed below.

This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example 031 for Security) to locate the systems of records grouping in which you are interested.

**System Identification Series—Subject Series**

Flying Operations—011  
Operations—010  
Maintenance—021  
Supply—023  
Transportation—024  
Security—031  
Civil Engineering—032  
Communications and Information—033  
Services—034  
Public Affairs—035  
Personnel—036  
Manpower and Organization—038  
Medical—044  
Law—051  
Chaplain—052  
Scientific/Research Development—061

Financial Management—065  
 Special Investigations—071  
 Command Policy—090  
 Safety—091

\* \* \* \* \*

#### F031 AF SP E

##### SYSTEM NAME:

Security Forces Management  
 Information System (SFMIS) (August 29,  
 2003, 68 FR 51998).

##### CHANGES:

System identifier:  
 Delete entry and replace with 'F031  
 AF SF B'.

\* \* \* \* \*

##### RETENTION AND DISPOSAL:

Delete entry and replace with 'Destroy  
 offenses reportable under Brady,  
 Lautenberg, or involving sex offender  
 registration 99 years after entry into the  
 SFMIS database; Class A offenses and  
 military offenses of confinement of more  
 than 1 year or death is adjudged by  
 court-martial 5 years from entry into  
 database or term of confinement  
 whichever is later; Class B offenses 3  
 years after entry into database or term of  
 confinement, whichever is later;  
 military offenses other than those  
 disposed of by Article 15/  
 Administrative Sanction 3 years after  
 entry into database; offenses disposed of  
 by Article 15/Administrative Sanction 6  
 months after entry into database; and  
 records on acquittals, set aside actions  
 and unfounded allegations immediately  
 after action is completed.'

\* \* \* \* \*

#### F031 AF SF B

##### SYSTEM NAME:

Security Forces Management  
 Information System (SFMIS).

##### SYSTEM LOCATION:

DISA MegaCenter, Building 857, 401  
 E. Drive, Maxwell Air Force Base-  
 Gunter Annex, AL 36114-3001; security  
 forces units at all levels can access the  
 system.

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

Individuals involved in incidents and  
 accidents occurring on Air Force (AF)  
 installations, or reportable incidents  
 occurring off base, including all active  
 duty military personnel, reserve and  
 guard; DoD civilians and other civilians;  
 and retirees, who may be victims,  
 witnesses, complainants, offenders,  
 suspects, drivers; individuals who have  
 had tickets issued on base, or had their  
 license suspended or revoked; those  
 persons barred from the installation;

and persons possessing a licensed  
 firearm.

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

Data on individuals (victims,  
 witnesses, complainants, offenders,  
 suspects, and drivers) involved in  
 incidents may include, but is not  
 limited to, name; Social Security  
 Number; date of birth; place of birth;  
 home address and phone; alias; race;  
 ethnicity; sex; marital status; identifying  
 marks (tattoos, scars, etc.); height;  
 weight; eye and hair color; date,  
 location, nature and details of the  
 incident/offense to include whether  
 alcohol, drugs and/or weapons were  
 involved; driver's license information;  
 tickets issued; vehicle information;  
 suspension/revocation or barment  
 records; whether bias against any  
 particular group was involved; if offense  
 involved sexual harassment; actions  
 taken by military commanders (e.g.,  
 administrative and/or non-judicial  
 measures, to include sanctions  
 imposed); referral actions; court-martial  
 results and punishments imposed;  
 confinement information, to include  
 location of correctional facility, gang/  
 cult affiliation if applicable; and release/  
 parole/clemency eligibility dates.

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

10 U.S.C. 8013, Secretary of the Air  
 Force; DoD Directive 7730.47, Defense  
 Incident Based Reporting System  
 (DIBRS); Air Force Instruction 31-203,  
 Security Forces Management  
 Information System; 18 U.S.C. 922 note,  
 Brady Handgun Violence Prevention  
 Act; 28 U.S.C. 534 note, Uniform  
 Federal Crime Reporting Act; 42 U.S.C.  
 10601 *et seq.*, Victims Rights and  
 Restitution Act of 1990; and E.O. 9397  
 (SSN).

##### PURPOSE(S):

Serves as a repository of criminal and  
 specified other non-criminal incidents  
 used to satisfy statutory and regulatory  
 reporting requirements, specifically to  
 provide crime statistics required by the  
 Department of Justice (DoJ) under the  
 Uniform Federal Crime Reporting Act;  
 to provide personal information  
 required by the DoJ under the Brady  
 Handgun Violence Prevention Act; and  
 statistical information required by DoD  
 under the Victim's Rights and  
 Restitution Act; and to enhance AF's  
 capability to analyze trends and to  
 respond to executive, legislative, and  
 oversight requests for statistical crime  
 data relating to criminal and other high-  
 interest incidents.

Security Forces commanders will use  
 criminal/statistical data for local law  
 enforcement purposes. The system

generates reports for use by the Air  
 Force Security Forces at all levels of  
 command, provides security forces  
 commanders the ability to view criminal  
 statistics and apply whatever actions are  
 necessary for enforcement.

##### 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 Department of Justice for  
 criminal reporting purposes and as  
 required by the Brady Handgun  
 Violence Prevention Act.

To courts and state, local, and foreign  
 law enforcement agencies for valid  
 judicial proceedings.

To victims and witnesses to comply  
 with the Victim and Witness Assistance  
 Program, the Sexual Assault Prevention  
 and Response Program, and the Victims'  
 Rights and Restitution Act of 1990.

The DoD "Blanket Routine Uses"  
 published at the beginning of the Air  
 Force'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:

Maintained on computers and  
 computer output products; some paper  
 reports are generated.

##### RETRIEVABILITY:

Records are retrieved by name or  
 Social Security Number.

##### SAFEGUARDS:

Records are accessed by person(s)  
 responsible for servicing the record  
 system in performance of their official  
 duties, and by authorized personnel  
 who are properly screened and cleared  
 for need-to-know. Records are stored in  
 computer storage devices which are  
 protected by computer system software.

##### RETENTION AND DISPOSAL:

Destroy offenses reportable under  
 Brady, Lautenberg, or involving sex  
 offender registration 99 years after entry  
 into the SFMIS database; Class A  
 offenses and military offenses of  
 confinement of more than 1 year or  
 death is adjudged by court-martial 5  
 years from entry into database or term  
 of confinement whichever is later; Class  
 B offenses 3 years after entry into  
 database or term of confinement,  
 whichever is later; military offenses  
 other than those disposed of by Article

15/Administrative Sanction 3 years after entry into database; offenses disposed of by Article 15/Administrative Sanction 6 months after entry into database; and records on acquittals, set aside actions and unfounded allegations immediately after action is completed.

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

Reports and Analysis Program Manager, Police Services Branch, Headquarters Air Force Security Forces Center (HQ AFSFC/SFOP), 1517 Billy Mitchell Boulevard, Lackland Air Force Base, TX 78236-0119.

#### NOTIFICATION PROCEDURE:

Individuals seeking to access records about themselves contained in the system should address written requests to their servicing Security Forces Administrative Reports Section (SFAR) or visit the system manager at HQ Air Force Security Forces Center, Police Services Branch (HQ AFSFC/SFOP), 1517 Billy Mitchell Boulevard, Lackland Air Force Base, TX 78236-0119.

Individuals must identify themselves by full name, rank, home address, Social Security Number and present a military ID, valid driver's license, or some other form of identification when appearing in person.

#### RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in the system should address written requests to their servicing Security Forces Administrative Reports Section (SFAR) or visit the system manager at HQ Air Force Security Forces Center, Police Services Branch (HQ AFSFC/SFOP), 1517 Billy Mitchell Boulevard, Lackland Air Force Base, TX 78236-0119.

Individuals must identify themselves by full name, rank, home address, and Social Security Number.

#### CONTESTING RECORDS PROCEDURES:

The Air Force rules for accessing records, for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Information obtained from individuals; DoD and civilian law enforcement authorities, security flight personnel, desk sergeants, operations personnel, staff judge advocates, courts-martial, correctional institutions and facilities, and administrative reports branch personnel.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

Parts of this system may be exempt pursuant to 5 U.S.C. 552a(j)(2) if the

information is compiled and maintained by a component of the agency, which performs as its principle function any activity pertaining to the enforcement of criminal laws.

An exemption rule for this exemption 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 806b. For additional information contact the system manager. [FR Doc. 03-25853 Filed 10-10-03; 8:45 am]

BILLING CODE 5001-08-P

## ENVIRONMENTAL PROTECTION AGENCY

[FRL-7573-7]

### Request for Applications for Essential Use Exemptions to the Production and Import Phaseout of Ozone Depleting Substances Under the Montreal Protocol for the Years 2005 and 2006

**AGENCY:** Environmental Protection Agency (EPA).

**ACTION:** Notice.

**SUMMARY:** Through this action, the Environmental Protection Agency (EPA) is requesting applications for essential use allowances for calendar years 2005 and 2006. Essential use allowances provide exemptions to the production and import phaseout of ozone-depleting substances and must be authorized by the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. The U.S. Government will use the applications received in response to this notice as the basis for its nomination of essential use allowances at the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (the Protocol), to be held in 2004.

**DATES:** Applications for essential use exemptions must be submitted to EPA no later than November 13, 2003 in order for the U.S. Government to complete its review and to submit nominations to the United Nations Environment Programme and the Protocol Parties in a timely manner.

**ADDRESSES:** Send two copies of application materials to: Scott Monroe, Global Programs Division (6205J), U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW, Washington, DC 20460. (For applications sent via courier service, use the following direct mailing address: 1310 L Street, NW, Washington, DC 20005.) *Confidentiality:* Application materials that are confidential should be submitted under separate cover and be clearly identified as "trade secret," "proprietary," or

"company confidential." Information covered by a claim of business confidentiality will be disclosed only to authorized government personnel. Please note that data will be presented in aggregate form by the United States as part of the nomination to the Parties. If no claim of confidentiality accompanies the information when it is received by EPA, the information may be made available to the public by EPA without further notice to the company (40 CFR 2.203).

#### FOR FURTHER INFORMATION CONTACT:

Scott Monroe at the above address, or by telephone at (202) 343-9712, by fax at (202) 343-2337, or by e-mail at [monroe.scott@epa.gov](mailto:monroe.scott@epa.gov). General information may be obtained from EPA's stratospheric protection Web site at <http://www.epa.gov/ozone>.

#### SUPPLEMENTARY INFORMATION:

##### Table of Contents

- I. Background on the Essential Use Nomination Process
- II. Information Required for Essential Use Applications for Production or Importation of Class I Substances in 2005 and 2006

#### I. Background—The Essential Use Nomination Process

As described in previous **Federal Register** (FR) documents,<sup>1</sup> the Parties to the Protocol agreed during the Fourth Meeting in Copenhagen on November 23-25, 1992, to accelerate the phaseout schedules for Class I ozone-depleting substances. Specifically, the Parties agreed that non-Article 5 Parties (that is, developed countries) would phase out the production and consumption of halons by January 1, 1994, and the production and consumption of other class I substances (under 40 CFR part 82, subpart A), except methyl bromide, by January 1, 1996. The Parties also reached decisions and adopted resolutions on a variety of other matters, including the criteria to be used for allowing "essential use" exemptions from the phaseout of production and importation of controlled substances. Decision IV/25 of the Fourth Meeting of the Parties details the specific criteria and review process for granting essential use exemptions.

Decision IV/25 states that " \* \* \* a use of a controlled substance should qualify as "essential" only if: (i) it is necessary for the health, safety or is

<sup>1</sup> 58 FR 29410, May 20, 1993; 59 FR 52544, October 18, 1994; 60 FR 54349, October 23, 1995; 61 FR 51110, 0 30, 1996; 62 FR 51655, October 2, 1997; 63 FR 42629, August 10, 1998; 64 FR 50083, September 15, 1999; 65 FR 65377, November 1, 2000; and 200166 FR 56102, November 6, 2001.