

be offered to those DOD beneficiaries with abnormalities that cannot be adequately defined by imaging methods available elsewhere, when the advance imaging would be reasonably expected to provide information that will guide surgical or medical therapy. Requests for advanced neuroimaging by a referring physician will be considered and approved, if indicated, by a staff neuroradiologist at Walter Reed Army Medical Center (WRAMC). There is no requirement for Nonavailability Statement issuance by the facility to beneficiaries who undergo neuroimaging elsewhere. Travel and lodging for the patient and, if stated to be medically necessary by a referring physician, for one nonmedical attendant, will be reimbursed in accordance with the provisions of the Joint Federal Regulation.

**EFFECTIVE DATE:** October 1, 1996.

**FOR FURTHER INFORMATION CONTACT:** Lieutenant Colonel Michael Brazaitis, WRAMC, at (202) 782-0508, Major Mark Depper, WRAMC, at (202) 782-9362, or Colonel Michael Dunn, OSD (Health Affairs), at (703) 695-6800.

**SUPPLEMENTARY INFORMATION:** In FR DOC 93-27050, appearing in the Federal Register on November 5, 1993 (Vol. 58, FR 58995-58964), the final rule on the STS Program was published. Included in the final rule was a provision that a notice of all military and civilian STS facilities be published in the Federal Register annually.

Dated: August 20, 1996.

L.M. Bynum,  
*Alternate OSD Federal Register Liaison Officer, Department of Defense.*  
[FR Doc. 96-21681 Filed 8-23-96; 8:45 am]  
**BILLING CODE 5000-04-M**

### Renewal of the Ballistic Missile Defense Advisory Committee

**ACTION:** Notice.

**SUMMARY:** The Ballistic Missile Defense Advisory Committee (BMDAC) has been renewed in consonance with the public interest, and in accordance with the provisions of Pub. L. 92-463, the "Federal Advisory Committee Act."

The BMDAC provides the Director, Ballistic Missile Defense Organization and the Secretary of Defense with advice and insights into the ballistic missile defense program, and makes recommendations on the acquisition and development of systems related to the program.

The Committee will continue to be composed of 15-20 leaders from government and the public sector who

are recognized authorities in policy, acquisition, and technical areas related to the ballistic missile defense program. Efforts will be made to ensure that there is a fairly balanced membership in terms of the functions to be performed and the interest groups represented.

For further information regarding the BMDAC, contact: Ms. Pat McCready, telephone: 703-693-1086.

Dated: August 20, 1996.

L. M. Bynum,  
*Alternate OSD Federal Register Liaison Officer, Department of Defense.*  
[FR Doc. 96-21680 Filed 8-23-96; 8:45 am]  
**BILLING CODE 5000-04-M**

### Defense Special Weapons Agency

#### Privacy Act of 1974; Notice to Amend Record Systems.

**AGENCY:** Defense Special Weapons Agency, DOD.

**ACTION:** Notice to amend record systems.

**SUMMARY:** As of June 26, 1996, the Defense Nuclear Agency will be known as the Defense Special Weapons Agency (DSWA). These amendments reflect the name change and other administrative changes. The Defense Special Weapons Agency proposes to amend systems of records notices in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

**DATES:** The amendments will be effective on September 25, 1996, comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to General Counsel, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398

**FOR FURTHER INFORMATION CONTACT:** Ms. Sandy Barker at (703) 325-7681.

**SUPPLEMENTARY INFORMATION:** The Defense Special Weapons Agency 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 proposed amendments 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 19, 1996.

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

#### HDNA 001

##### SYSTEM NAME:

Employee Assistance Program  
(November 23, 1993, 58 FR 61896).

##### CHANGES:

##### SYSTEM IDENTIFIER:

Change to 'HDSWA 001'.  
\* \* \* \* \*

##### SYSTEM LOCATION:

Change first line to read 'Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.'

\* \* \* \* \*

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

Delete entry and replace with 'The Drug Abuse Prevention, Treatment, and Rehabilitation Act, as amended; Employee Assistance Program, 42 CFR Ch. I, Subchapter A; 5 U.S.C. 7904 and E.O. 9397.'

\* \* \* \* \*

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

Delete entry and replace with 'Headquarters, DSWA: Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Field Command, DSWA: Civilian Personnel Officer, Kirtland Air Force Base, NM 87115-5000.

On Site Inspection Agency: Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC 20041-0498.'

\* \* \* \* \*

#### HDSWA 001

##### SYSTEM NAME:

Employee Assistance Program.

##### SYSTEM LOCATION:

Office of Manpower Management and Personnel, HQ, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398;

Civilian Personnel Office, Building 20203A, Kirtland Air Force Base, NM 87115-5000; and

Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC 20041-0498.

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

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Case records on employees which are maintained by counselors, supervisors, and civilian personnel offices, that consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, or emotional problems (referrals only).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Drug Abuse Prevention, Treatment, and Rehabilitation Act, as amended; Employee Assistance Program, 42 CFR Ch. I, Subchapter A; 5 U.S.C. 7904 and E.O. 9397.

**PURPOSE(S):**

For use by the Drug and Alcohol Abuse Coordinator in referring individuals for counseling and by management officials for follow-up actions.

**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:

In order to comply with provisions of 42 U.S.C. 290dd-2, the DSWA 'Blanket Routine Uses' do not apply to this system of records.

Records in this system may not be disclosed without the prior written consent of such patient, unless the disclosure would be:

To medical personnel to the extent necessary to meet a bona fide medical emergency.

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 of such research, audit, or evaluation, or otherwise disclose patient identities in any manner; and

If authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefor.

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

Case records are stored in paper file folders.

**RETRIEVABILITY:**

Retrieved by the individuals Social Security Number.

**SAFEGUARDS:**

Buildings are protected by security guards and an intrusion alarm system. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

**RETENTION AND DISPOSAL:**

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

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

Headquarters DSWA: Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Field Command, DSWA: Civilian Personnel Officer, Kirtland Air Force Base, NM 87115-5000.

On Site Inspection Agency: Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC 20041-0498.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the appropriate system manager.

The letter should contain the full name, Social Security Number, and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**RECORD ACCESS PROCEDURE:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the appropriate system manager.

The letter should contain the full name, Social Security Number, and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and

appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDNA 002****SYSTEM NAME:**

Employee Relations (November 23, 1993, 58 FR 61897).

**CHANGES:****SYSTEM IDENTIFIER:**

Change to 'HDSWA 002'.

\* \* \* \* \*

**SYSTEM LOCATION:**

Change first part of line one to read 'Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency,.'

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete 'E.O. 11222' and add 'E.O. 12564 and E.O. 9397'.

\* \* \* \* \*

**RETRIEVABILITY:**

Delete entry and replace with 'Records at Headquarters, Defense Special Weapons and at the On Site Inspection Agency are retrieved alphabetically by last name of individual. Records at Kirtland Air Force Base are filed by Social Security Number.'

\* \* \* \* \*

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

Delete entry and replace with 'For Headquarters, DSWA: Civilian Personnel Officer, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Field Command, DSWA: Civilian Personnel Officer, Kirtland Air Force Base, NM 87115-5000.

On Site Inspection Agency: Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC, 20041-0498.'

\* \* \* \* \*

**HDSWA 002****SYSTEM NAME:**

Employee Relations.

**SYSTEM LOCATION:**

Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398; Civilian Personnel Office, Building 20203A, Kirtland Air Force Base, NM 87115-5000; and Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC 20041-0498.

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

Civilian employees and former employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom suitability, discipline, grievance, and appeal records exist.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Documents and information pertaining to discipline, grievances, and appeals.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 1302, 3301, 3302, 7301; E.O. 11557; E.O. 11491; E.O. 12564 and E.O. 9397.

**PURPOSE(S):**

For use by agency officials and employees in the performance of their official duties related to management of civilian employees and the processing, administration and adjudication of discipline, grievances, suitability and appeals.

**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:

Appeals examiners of the Merit Systems Protection Board to adjudicate appeals.

The Comptroller General or his authorized representatives and the Attorney General of the United States or his authorized representatives in connection with grievances, disciplinary actions, suitability, and appeals, and to Federal Labor Relations officials in the performance of official duties.

The 'Blanket Routine Uses' published at the beginning of DSWA's compilation of system of records notices apply to this system.

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

Records are stored in paper folders.

**RETRIEVABILITY:**

Records at Headquarters, Defense Special Weapons and at the On Site Inspection Agency are retrieved alphabetically by last name of individual. Records at Kirtland Air Force Base are filed by Social Security Number.

**SAFEGUARDS:**

Buildings are protected by security guards and an intrusion alarm system. Records are maintained in locked security containers in a locked room accessible only to personnel who are properly screened, cleared and trained.

**RETENTION AND DISPOSAL:**

Records are destroyed upon separation of the employee from the agency or in accordance with appropriate records disposal schedules.

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

For Headquarters, DSWA: Civilian Personnel Officer, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Field Command, DSWA: Civilian Personnel Officer, Kirtland Air Force Base, NM 87115-5000.

On Site Inspection Agency: Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC 20041-0498.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the appropriate system manager.

The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the appropriate system manager.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and

appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

Supervisors or other appointed officials designated for this purpose.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDNA 004****SYSTEM NAME:**

Nuclear Weapons Accident Exercise Personnel Radiation Exposure Records (February 22, 1993, 58 FR 10551).

**CHANGES:****SYSTEM IDENTIFIER:**

Change to 'HDSWA 004'.

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard, SE, Kirtland Air Force Base, NM 87117-5669.'

\* \* \* \* \*

**RETRIEVABILITY:**

Delete entry and replace with 'Records may be retrieved by names, Social Security Number, service or organization, grade/rank, dosimeter number, or date and place of participation.'

**SAFEGUARDS:**

Delete entry and replace with 'Records and computer printouts are available only to authorized persons with an official need to know. The files are in a secure office area with limited access during duty hours. The office is locked during non-duty hours.'

\* \* \* \* \*

**HDSWA 004****SYSTEM NAME:**

Nuclear Weapons Accident Exercise Personnel Radiation Exposure Records.

**SYSTEM LOCATION:**

Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard, SE, Kirtland Air Force Base, NM 87117-5669.

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

Military and civilian employees of the Department of Defense and other

federal, state, and local government agencies, contractor personnel, and visitors from foreign countries, who participated in planned exercises.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name; Social Security Number; date of birth; service; grade/rank; specialty code; job series or profession; experience with radioactive materials such as classification as 'radiation worker;' use of film badge or other dosimetric device; respiratory protection equipment; training and actual work in anti-contamination clothing and respirators; awareness of radiation risks associated with exercises; previous radiation exposure; role in exercise; employer/organization mailing address and telephone; unit responsible for individuals radiation exposure records; time in exercise radiological control area; and external and internal radiation monitoring and/or dosimetry results.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

42 U.S.C. 2013 and 2201 (Atomic Energy Act of 1954) and 10 CFR parts 10 and 20; 5 U.S.C. 7902 and 84 Stat. 1599 (Occupational Safety and Health Act of 1970) and 29 CFR subparts 1910.20 and 1910.96; E.O. 12196, as amended, February 26, 1980, (Occupational Safety and Health Programs for Federal Employees); and E.O. 9397.

**PURPOSE(S):**

For use by agency officials and employees in determining and evaluating individual and exercise collective radiation doses and in reporting dosimetry results to 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:

Officials and employees of other government agencies, authorized government contractors, current or potential employers, national, state and local government organizations and foreign governments in the performance of official duties related to evaluating, reporting and documenting radiation dosimetry data.

Officials of government investigatory agencies in the performance of official duties relating to enforcement of Federal rules and regulations.

The 'Blanket Routine Uses' published at the beginning of DSWA's compilation of systems of records notices apply to this system.

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

**STORAGE:**

Records are stored on computer printouts and in paper files folders.

**RETRIEVABILITY:**

Records may be retrieved by names, Social Security Number, service or organization, grade/rank, dosimeter number, or date and place of participation.

**SAFEGUARDS:**

Records and computer printouts are available only to authorized persons with an official need to know. The files are in a secure office area with limited access during duty hours. The office is locked during non-duty hours.

**RETENTION AND DISPOSAL:**

All records are retained permanently.

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

Commander, Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard, SE, Kirtland Air Force Base, NM 87117-5669.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Commander, Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard, SE, Kirtland Air Force Base, NM 87117-5669.

Inquiry should contain full name and Social Security Number of the individual and applicable dates of participation, if available. Visits can be arranged with the system manager.

**RECORD ACCESS PROCEDURE:**

Individuals seeking access to information about themselves contained in this system of records should address inquiries to the Commander, Defense Nuclear Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard, SE, Kirtland Air Force Base, NM 87117-5669.

Inquiry should contain full name and Social Security Number of the individual and applicable dates of participation, if available. Visits can be arranged with the system manager.

Requests from current or potential employers must include a signed authorization from the individual.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

Information in this system of records was supplied directly by the individual; or derived from information supplied by the individual; or supplied by a contractor or government dosimetry service; or developed by radiation measurements at the exercise site.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDNA 005**

**SYSTEM NAME:**

Manpower/Personnel Management System (November 23, 1993, 58 FR 61898).

**CHANGES:**

**SYSTEM IDENTIFIER:**

Change to 'HDSWA 005'.

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Primary location: Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Secondary locations: Field Command, Defense Special Weapons Agency, Building 20364, 1680 Texas Street SE, Kirtland Air Force Base, NM 87117-5669 and Johnston Atoll;

Nevada Operations Office, Defense Special Weapons Agency, Mercury, NV 89193-8539; and

Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC, 20041-0498.'

\* \* \* \* \*

**SAFEGUARDS:**

Change last sentence to read 'Buildings are protected by security guards and/or intrusion alarm systems'.

\* \* \* \* \*

**HDSWA 005**

**SYSTEM NAME:**

Manpower/Personnel Management System.

**SYSTEM LOCATION:**

Primary location: Office of Manpower Management and Personnel,

Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Secondary locations: Field Command, Defense Special Weapons Agency, Building 20364, 1680 Texas Street SE, Kirtland Air Force Base, NM 87117-5669 and Johnston Atoll;

Nevada Operations Office, Defense Special Weapons Agency, Mercury, NV 89193-8539; and

Civilian Personnel Office, On Site Inspection Agency, Dulles International Airport, Washington, DC 20041-0498.

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

Any individual, military or civilian, employed by DSWA, and all On Site Inspection Agency civilian employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains the following information on all personnel assigned to DSWA and all civilian employees of the On Site Inspection Agency: Social Security Number; agency; employee name; birth date; veteran's preference; tenure group; service computation date; federal employees group life insurance; retirement code; nature of action code; effective date of action; position number; pay plan; occupation code; functional classification code; grade; step; pay basis; salary; supervisory position; location code/duty station; position occupied; work schedule; pay rate determinant; sex; citizen status; date entered present grade; date entered present step; separation date; reason for separation (quit code); cost center; academic discipline; career conditional appointment date (conversion to career); education level; degree date; purpose of training; type of training; source of training; special interest; direct cost; indirect cost; date of completion; on-duty hours; off-duty hours; JTD paragraph number; JTD line number; competitive level; military service retirement date; uniformed service; joint specialty officer; service position number; career status; officer evaluation report date (Army only); highest professional military education; rank; grade; status of incumbent in Personnel Reliability Program (PRP); date of latest PRP certification; promotion sequence number; service commissioned (military); service pay grade (rank); Agency sub-element code; submitting office number; retired military code; bureau; unit identification code; program element code; civil function code; guard/reserve technician; appropriation code; active/inactive strength designation; work center code; projected vacancy date; targeted grade; position title; date of last equivalent

increase; fair labor standards act designator; health benefits enrollment code; type and date of incentive award; civil service or other legal authority; date probationary period begins; performance rating; due date for future action; position tenure; leave category; personnel authorized; projected personnel requirement; special experience identifiers; additional duties; manpower track: facility; branch of service; date of rank; primary/Alternate specialty; control specialty; last OER/EER; total commissioned service date; total active service date; date of arrival; projected rotation date; security clearance; marital status; spouse's name; dependents; address (Number and street, city, state, Zip Code); phones (home and duty); handicap code; minority group designator; aggregate program element code; position indicator; academic degree requirements; directorate/department, division, branch, and section office titles; service authorization position number; physical profile; nature of action code No. 2; annuitant indicator; Vietnam veteran; entered present position; future action type; agency submitting element; submitting office code; merit pay designator; bargaining unit designator; old Social Security Number; course title host; tuition; Transportation Per Diem; hourly rate; training grade level; administrative cost; type of career training program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, 4103; Pub. L. 89-554. September 6, 1966; and E.O. 9397.

**PURPOSE(S):**

For use by officials and employees of the Defense Special Weapons Agency in the performance of their official duties related to the management of civilian and military employee programs and for preparation and publication of personnel rosters to facilitate communications/contact for official, or emergency purposes.

To compile and consolidate reports relating to manpower authorization/assigned strengths and to record personnel data and use that data to compile information as required by management officials within the agency.

**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:

Representatives of the Merit Systems Protection Board on matters relating to the inspection, survey, audit or evaluation of the civilian programs or such other matters under the jurisdiction of that organization.

The Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to civilian programs.

Duly appointed Hearing Examiners or Arbitrators for the purpose of conducting hearings in connection with an employee grievance.

The 'Blanket Routine Uses' published at beginning of DSWA'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:**

Automated records are stored on magnetic tapes, discs, computer printouts, and on punched cards. Manual records are stored in paper file folders and card file boxes.

**RETRIEVABILITY:**

Automated records are retrieved by employee name, Social Security Number or Position Service Number (PSN). Manual records are retrieved by employee's last name and PSN.

**SAFEGUARDS:**

The computer facility and data base are located in a restricted area accessible only to authorized personnel that are properly screened, cleared, and trained. Terminal users are within a restricted area. Use of these terminals are by authorized personnel who have a need to acquire data from the database. Terminal users are cleared, provided proper training and are assigned a password/code to retrieve data. Manual records and computer printouts are available only to authorized personnel having a need to know. Buildings are protected by security guards and/or an intrusion alarm system.

**RETENTION AND DISPOSAL:**

Computer magnetic tapes are permanent. Manpower's manual records are maintained indefinitely and all personnel manual records are kept until the employee departs. Monthly reports are destroyed at the end of each fiscal year; annual reports are retained in 5-year blocks, transferred to the Washington National Records Center, and offered to National Archives and Records Administration 20 years after cutoff.

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

Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

The letter should contain the full name, Social Security Number, and signature of the requester and the approximate period of time, by date, during which the record was developed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Written requests for information should contain the full name, Social Security Number, and signature of individual. For personal visits, the individual should provide military or civilian identification card.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

Information is extracted from military and civilian personnel records, Joint Manpower Program documents and voluntarily submitted by individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDNA 006****SYSTEM NAME:**

Employees Occupational Health Programs (*February 22, 1993, 58 FR 10553*).

**CHANGES:****SYSTEM IDENTIFIER:**

Change to 'HDSWA 006'.

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Office of Manpower Management and Personnel, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.'

\* \* \* \* \*

**HDSWA 006****SYSTEM NAME:**

Employees Occupational Health Programs.

**SYSTEM LOCATION:**

Office of Manpower Management and Personnel, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

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

Any individual, military or civilian, employed by the Defense Special Weapons Agency (DSWA) and General Services Agency employees assigned to the building.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains a variety of records relating to an employee's participation in the DSWA Occupational Health Program. Information which may be included in this system are the employee's name, Social Security Number, date of birth, weight, height, blood pressure, medical history, blood type, nature of injury or complaint, type of treatment/medication received, immunizations, examination findings and laboratory findings, exposure to occupational hazards.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7901 et seq., Pub. L. 79-658; and E.O. 9397.

**PURPOSE(S):**

For use by authorized medical personnel in providing any medical treatment or referral; to provide information to agency management officials pertaining to job-related injuries or potential hazardous conditions' and to provide information relative to claims or litigation.

**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 Office of Personnel Management, and the Federal Labor Relations Authority (including the General Counsel) in the Performance of official duties.

The Department of Labor in connection with claims for compensation.

The Department of Justice in connection with litigation relating to claims.

The Occupational Safety and Health Agency in connection with job-related injuries, illnesses, or hazardous condition.

The 'Blanket Routine Uses' published at the beginning of DSWA's compilation of systems of records notices apply to this system.

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

Records are stored in paper file folders in a locked file cabinet.

**RETRIEVABILITY:**

Records are manually retrieved by using the terminal digit filing system (Social Security Number).

**SAFEGUARDS:**

During the employment of the individual, medical records are maintained in files located in a secured room with access limited to those whose official duties require access. Buildings are protected by security guards and an intrusion alarm system.

**RETENTION AND DISPOSAL:**

Records are retained until the individual leaves the DSWA. Records are combined with the Official Personnel Folder which is forwarded to the Federal Personnel Records Center or to the new employing agency, as appropriate.

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

Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

The letter should contain the full name, Social Security Number and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquires to the Chief, Civilian Personnel Management Division, Office of Manpower Management and Personnel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Written requests for information should contain the full name, Social Security Number, and signature of the requester. For personal visits the individual should provide a military or civilian identification card.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

Information is supplied directly by the individual, or derived from information supplied by the individual, or supplied by the medical officer or nurse providing treatment or medication, or supplied by the individual's private physician.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDNA 007**

**SYSTEM NAME:**

Security Operations (*November 23, 1993, 58 FR 61899*).

**CHANGES:**

**SYSTEM IDENTIFIER:**

Change to 'HDSWA 007'.

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Primary location: Security Support Branch, Forces and Security Support Division, Operations Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Secondary locations: Defense Special Weapons Agency, Telegraph Village,

6940 S. Kings Highway, Alexandria, VA 22310-3398; and

Field Command, Defense Special Weapons Agency, Building 20364, 1680 Texas Street SE, Kirtland Air Force Base, NM 87117-5669.'

\* \* \* \* \*

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete 'security incident files'.

\* \* \* \* \*

**RECORD SOURCE CATEGORIES:**

Add new sentence 'Other Government agencies, law enforcement officials and contractors may provide the same data.'

\* \* \* \* \*

**HDSWA 007**

**SYSTEM NAME:**

Security Operations.

**SYSTEM LOCATION:**

Primary location: Security Support Branch, Forces and Security Support Division, Operations Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Secondary locations: Defense Special Weapons Agency, Telegraph Village, 6940 S. Kings Highway, Alexandria, VA 22310-3398; and

Field Command, Defense Special Weapons Agency, Building 20364, 1680 Texas Street SE, Kirtland Air Force Base, NM 87117-5669.

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

All military and civilian personnel assigned to, or employed by Headquarters, Defense Special Weapons Agency (DSWA); and the Field Command, Defense Special Weapons Agency (FC DSWA).

Other U.S. Government personnel, U.S. Government contractors, foreign government representatives, and visitors from foreign countries.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name; Social Security Number; date and place of birth; height; weight; hair/eye color; citizenship; grade/rank; service; organization; security clearance; date of clearance; basis special accesses; courier authorization; continuous access roster expiration date; badge number; vehicle ID and sticker Number; special intelligence access; expiration date; agency; billet number; list of badges/ passes issued; list of keys issued; conference title; conference duties; location; Department of Defense Form 398 'Statement of Personal History;' Reports of Investigation; visit requests; conference rosters; clearance and special access rosters; picture

identification; and correspondence concerning adjudication/passing of clearances.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

E.O. 10450, Security Requirements for Government Employment, 27 April 1953, as amended by E.O.s 10491, 10531, 10548, 10558, 11605, and 11785; E.O. 12065, 'National Security Information,' 28 June 1978; Section 21 of the Internal Security Act of 1950 (Pub. L. 831); sec. 145 of the Atomic Energy Act of 1954, as amended by Pub. L. 83-703, 42 U.S.C. 2185; and E.O. 9397.

**PURPOSE(S):**

For use by officials and employees of the Defense Special Weapons Agency and other DoD Components in the performance of their official duties related to determining the eligibility of individuals for access to classified information, access to buildings and facilities, or to conferences over which DSWA has security responsibility.

**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:

Officials and employees of Government contractors and other Government agencies in the performance of their official duties related to the screening and selection of individuals for security clearances and/or special authorizations, access to facilities or attendance at conferences.

The 'Blanket Routine Uses' published at the beginning of DSWA'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:**

Automated records are stored on magnetic tapes, discs, computer printouts, and/or hard drives. Manual records are stored in paper file folders, card files and paper rosters.

**RETRIEVABILITY:**

Automated records are retrieved by individual's last name, Social Security Number, conference title, and by type of badge issued. Manual records are retrieved by individuals last name, Social Security Number, organization or subject file.

**SAFEGUARDS:**

The computer facility and terminals are located in restricted areas accessible only to authorized personnel. Manual records and computer printouts are available only to authorized persons with an official need to know. Buildings are protected by security guards and an intrusion alarm system.

**RETENTION AND DISPOSAL:**

Computer records on individuals are erased upon termination of an individual's affiliation with DSWA and FC DSWA; personnel security files are destroyed within thirty days from the date of termination of an individual's employment, assignment or affiliation with DSWA or FC DSWA. Manual records or conference attendees, visitors, and visit certifications to other agencies are maintained for two years and destroyed.

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

Chief, Security Support Branch, Forces and Security Support Division, Operations Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Chief, Security Support Branch, Forces and Security Support Division, Operations Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Chief, Security Support Branch, Forces and Security Support Division, Operations Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Written requests for information should contain the full name, home address, Social Security Number, date and place of birth. For personal visits, the individual must be able to provide identification showing full name, date and place of birth, and their Social Security Number.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be

obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

Information is extracted from military and civilian personnel records, investigative files, and voluntarily submitted by the individual. Other Government agencies, law enforcement officials and contractors may provide the same data.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Part of this system may be exempt under the provisions of 5 U.S.C. 552a(k)(5), as applicable.

An exemption rule for this system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 318. For additional information contact the system manager.

**HDNA 010****SYSTEM NAME:**

Nuclear Test Participants (*February 22, 1993, 58 FR 10556*).

**CHANGES:****SYSTEM IDENTIFIER:**

Change to 'HDSWA 010'.  
\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Nuclear Test Personnel Review Office, Electronics and Systems Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398 and at applicable contractor facilities.'  
\* \* \* \* \*

**RETRIEVABILITY:**

Delete entry and replace with 'Name, Social Security Number, service number, or military ID number.'  
\* \* \* \* \*

**HDSWA 010****SYSTEM NAME:**

Nuclear Test Participants.

**SYSTEM LOCATION:**

Nuclear Test Personnel Review Office, Electronics and Systems Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398 and at applicable contractor facilities.

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

Military and DoD civilian participants of the U.S. nuclear testing programs,

military occupation forces assigned to Hiroshima or Nagasaki from August 6, 1945 to July 1, 1946, and individuals who participated in the cleanup of Enewetak Atoll.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, rank, grade, service number, Social Security Number, last known or current address, dates and extent of test participation, exposure data, unit of assignment, medical data, and documentation relative to administrative claims or civil litigation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Atomic Energy Act of 1954, 42 U.S.C. 2013, Tasking Memorandum from Office of the Secretary of Defense to the Director, Defense Special Weapons Agency dated 28 Jan 78, Subject: DoD Personnel Participation in Atmospheric Nuclear Weapons Testing and Military Construction Appropriations Act of 1977 (Pub. L. 94-367), DSWA OPLAN 600-77, Cleanup of Enewetak Atoll, and the Radiation Exposure Compensation Act (Pub. L. 100-426, as amended by Pub. L. 100-510); and E.O. 9397.

**PURPOSE(S):**

For use by agency officials and employees, or authorized contractors, and other DoD components in the preparation of the histories of nuclear test programs; to conduct scientific studies or medical follow-up programs and to provide data or documentation relevant to the processing of administrative claims or litigation.

**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:

National Research Council and the Center for Disease Control, for the purpose of conducting epidemiological studies on the effects of ionizing radiation on participants of nuclear test programs.

Department of Labor and the Department of Justice for the purpose of processing claims by individuals who allege job-related disabilities as a result of participation in nuclear test programs and for litigation actions.

Department of Energy (DOE) for the purpose of identifying DOE and DOE contractor personnel who were, or may be in the future, involved in nuclear test programs; and for use in processing claims or litigation actions.

Department of Veterans Affairs for the purpose of processing claims by individuals who allege service-connected disabilities as a result of participation in nuclear test programs and for litigation actions' and to conduct epidemiological studies on the effect of radiation on nuclear test participants.

Information may be released to individuals or their authorized representatives.

The 'Blanket Routine Uses' published at the beginning of DSWA's compilation of system 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 files folders, microfilm/fiche, computer magnetic tape disks, and printouts in secure computer facilities.

**RETRIEVABILITY:**

Name, Social Security Number, service number, or military ID number.

**SAFEGUARDS:**

Paper records are filed in folders, microfilm/fiche and computer printouts stored in area accessible only by authorized personnel. Buildings are protected by security guards and intrusion alarm systems. Magnetic tapes are stored in a vault in a controlled area within limited access facilities. Access to computer programs is controlled through software applications which require validation prior to use.

**RETENTION AND DISPOSAL:**

Records are retained for 75 years after termination of case.

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

NTPR Program Manager, Nuclear Test Personnel Review Office, Electronics and Systems Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the NTPR Program Manager, Nuclear Test Personnel Review Office, Electronics and Systems Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained

in this system of records should address written inquiries to the NTPR Program Manager, Nuclear Test Personnel Review Office, Electronics and Systems Directorate, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

Retired Military Personnel records form the National Personnel Records Center, US DSWA Form 10 from individuals voluntarily contacting DSWA or other elements of DoD or other Government Agencies by phone or mail. DoD historical records, dosimetry records and records from the Department of Energy, Department of Veterans Affairs, the Social Security Administration, the Internal Revenue Service, and the Department of Health and Human Service.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDNA 011**

**SYSTEM NAME:**

Inspector General Investigation Files  
(July 28, 1994, 59 FR 38444)

**CHANGES:**

**SYSTEM IDENTIFIER:**

Change to 'HDSWA 011'.

\* \* \* \* \*

**HDSWA 011**

**SYSTEM NAME:**

Inspector General Investigation Files.

**SYSTEM LOCATION:**

Office of the Inspector General, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

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

Any person who is the subject of or a witness for an Inspector General investigation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains files on individual investigations including investigative reports and related

documents generated during the course of or subsequent to an investigation.

Reports of investigation contain the authority for the investigation, matters investigated, narrative, documentary evidence, and transcripts of verbatim testimony or summaries thereof.

The system includes 'Hotline' telephone logs, investigator workpapers and memoranda and letter referrals to management or others, and a chronological listing for identification and location of files.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 4 App. 4(a)(1) and 6(a)(2); 10 U.S.C. 140; and E.O. 9397.

**PURPOSE(S):**

To investigate the facts and circumstances surrounding allegations or problems reported to the OIG.

Open and closed case listings are used to manage investigations, to produce statistical reports, and to control various aspects of the investigative process.

**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 DSWA's compilation of systems of records notices will 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, computer disks and log books.

**RETRIEVABILITY:**

Retrieved alphabetically by surname of individual, year, investigation number, hotline case number, referral number or investigative subject matter.

**SAFEGUARDS:**

Access is limited to the Inspector Generals staff, and, as delegated by the Commanding Officer, or Officer-in-Charge, on a need to know basis. Case records are maintained in locked security containers.

Automated records are controlled by limiting physical access to terminals and by the use of passwords. Work areas are sight controlled during normal duty hours. Buildings are protected by security guards and an intrusion alarm system.

**RETENTION AND DISPOSAL:**

Requests for assistance and/or complaints acted on by the Inspector General are retained at the agency for 2 years and subsequently destroyed as classified waste.

Computer disks are cleared, erased or destroyed when no longer useful.

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

Office of the Inspector General, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to the Inspector General, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Individual should provide their name, address, and proof of identity (photo identification for in person access or an unsworn declaration in accordance with 28 U.S.C. 1746 or a notarized statement may be required for identity verification).

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Inspector General, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Individuals should provide their name, address, and proof of identity (photo identification for in person access or an unsworn declaration in accordance with 28 U.S.C. 1746 or a notarized statement may be required for identity verification).

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

From the individual, DSWA records and reports, DSWA employees, witnesses, informants, and other sources providing or containing pertinent information.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

Portions of this system of records may be exempt pursuant to 5 U.S.C. 552a(k)(2) as applicable.

An exemption rule for this system 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 318. For additional information contact the Office of General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**HDNA 012****SYSTEM NAME:**

Carpooling Program (*December 2, 1994, 59 FR 61887*).

**CHANGES:****SYSTEM IDENTIFIER:**

Change to 'HDSWA 012'  
\* \* \* \* \*

**HDSWA 012****SYSTEM NAME:**

Carpooling Program.

**SYSTEM LOCATION:**

Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**CATEGORIES OF INDIVIDUALS IN THE SYSTEM:**

All military and civilian personnel assigned to, or employed by Headquarters, Defense Special Weapons Agency, other U.S. Government personnel, and U.S. Government contractors who elect to participate in the program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name of individual, home address and phone number, office phone number, working hours, map coordinate of home or nearby reference points, and similar information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Property and Administrative Service Act of 1949, 63 Stat. 377, as amended.

**PURPOSE(S):**

To assist members and applicants in contacting one another and provide printout of individuals in the system to other participants who desire to arrange a carpool.

**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:

Information may be disclosed to the states of Maryland, Virginia, and the

District of Columbia for inclusion in their Ridesharing Programs.

The 'Blanket Routine Uses' published at the beginning of DSWA'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:**

Computer magnetic tapes, disks, and paper printouts, and manual storage within self-help carpool locator board.

**RETRIEVABILITY:**

Information is accessed and retrieved by name and home address map grid for automated system. Information is manually accessed and retrieved from cards in map grids for locator board.

**SAFEGUARDS:**

All participants have access to the data. The computer terminals are located in restricted areas accessible only to authorized personnel. Buildings are protected by security guards and an intrusion alarm system.

**RETENTION AND DISPOSAL:**

Data is retained only on active participants; destroyed upon request or reassignment.

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

Office of Logistics and Engineering, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Office of Logistics and Engineering, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398. Individuals should provide name, current address, and sufficient information to permit locating the record.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Logistics Division, Office of Logistics and Engineering, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Individuals should provide name, current address, and sufficient information to permit locating the record.

For personal visits, the individual should provide military or civilian identification card.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

From the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDNA 014****SYSTEM NAME:**

Student Records (*September 25, 1995, 60 FR 49398*).

**CHANGES:****SYSTEM IDENTIFIER:**

Change to 'HDSWA 014'

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard SE, Kirtland Air Force Base, NM 87117-5669.

\* \* \* \* \*

**SAFEGUARDS:**

Delete entry and replace with 'Records and computer printouts are available only to authorized persons with an official need to know. The files are in a secure office area with limited access during duty hours. The office is locked during non-duty hours.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Individual academic records are retained for 75 years. Records are maintained at the school for five years, then subsequently retired to the Federal Records Center, Fort Worth, TX for the remaining 70 years and then destroyed.'

\* \* \* \* \*

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

Delete entry and replace with 'Commander, Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard SE, Kirtland Air Force Base, NM 87117-5669.'

\* \* \* \* \*

**HDSWA 014****SYSTEM NAME:**

Student Records.

**SYSTEM LOCATION:**

Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard SE, Kirtland Air Force Base, NM 87117-5669.

**CATEGORIES OF INDIVIDUALS IN THE SYSTEM:**

Any student attending the Defense Special Weapons School.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Student academic records consisting of course completion; locator information; and related information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, 4103; and E.O. 9397.

**PURPOSE(S):**

To determine applicant eligibility, as a record of attendance and training, completion or elimination, as a locator, and a source of statistical information.

**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' published at the beginning of DSWA'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 in paper files and on computer media.

**RETRIEVABILITY:**

Information may be retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records and computer printouts are available only to authorized persons with an official need to know. The files are in a secure office area with limited access during duty hours. The office is locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Individual academic records are retained for 75 years. Records are maintained at the school for five years, then subsequently retired to the Federal Records Center, Fort Worth, TX for the remaining 70 years and then destroyed.

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

Commander, Defense Special Weapons School, Field Command,

Defense Special Weapons Agency, 1900 Wyoming Boulevard SE, Kirtland Air Force Base, NM 87117-5669.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Commander, Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard SE, Kirtland Air Force Base, NM 87117-5669.

Individuals should provide their name, Social Security Number, current address, and proof of identity (photo identification for in person access).

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commander, Defense Special Weapons School, Field Command, Defense Special Weapons Agency, 1900 Wyoming Boulevard SE, Kirtland Air Force Base, NM 87117-5669.

Individuals should provide name, Social Security Number, current address, and sufficient information to permit locating the record.

For personal visits, the individual should provide military or civilian identification card.

**CONTESTING RECORD PROCEDURES:**

The DSWA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DSWA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the system manager or the General Counsel, Headquarters, Defense Special Weapons Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**RECORD SOURCE CATEGORIES:**

From the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 96-21683 Filed 8-23-96; 8:45 am]

BILLING CODE 5000-04-F

**DEPARTMENT OF ENERGY****Federal Energy Regulatory Commission**

[Docket No. GT96-97-000]

**Columbia Gas Transmission Company; Notice of Report of GRI Refunds**

August 20, 1996.

Take notice that on August 9, 1996, Columbia Gas Transmission Company