

Requesting individual must submit full name, Social Security Number, date of birth, current address, and telephone number.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to Office of the Assistant Secretary of Defense (C3I) Intelligence Infrastructure, 6000 Defense Pentagon, Room 2C252, Washington, DC 20301-6000.

Requesting individual must submit full name, Social Security Number, date of birth, current address, and telephone number.

Individual reservists may access information pertaining to themselves using an alphanumeric password which is issued to the reservist when he/she registers on-line with JRIPPS for purposes of correcting and/or updating recorded data entries.

CONTESTING RECORDS AND PROCEDURES:

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Reserve Component Common Personnel Data System (RCCPDS) and updated information provided by Reservist.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 97-30416 Filed 11-19-97; 8:45 am]

BILLING CODE 5000-04-F

DEPARTMENT OF DEFENSE

Department of The Army

Army Science Board; Notice of Closed Meeting

In accordance with Section 10(a)(2) of the Federal Advisory Committee Act (P.L. 92-463), announcement is made of the following Committee Meeting:

Name of Committee: Army Science Board (ASB).

Date of Meeting: 18 November 1997.

Time of Meeting: 0830-1130.

Place: Huntsville, AL.

Agenda: The Army Science Board's (ASB) Issue Group Study on "Technical Maturity of the Aerostat Demonstration Program" will meet for briefings and discussions on advanced JLENS sensor concepts. This meeting will be closed to the public in accordance with Section 552b(c) of Title 5, U.S.C., specifically paragraph (1) thereof, and Title 5, U.S.C., Appendix 2, subsection 10(d).

The classified and unclassified matters to be discussed are so inextricably intertwined so as to preclude opening any portion of this meeting. For further information, please contact our office at (703) 695-0781.

Wayne Joyner,

Program Support Specialist, Army Science Board.

[FR Doc. 97-30451 Filed 11-19-97; 8:45 am]

BILLING CODE 3710-08-M

DEPARTMENT OF DEFENSE

Department of the Army

Army Science Board; Notice of Open Meeting

In accordance with Section 10(a)(2) of the Federal Advisory Committee Act (P.L. 92-463), announcement is made of the following Committee Meeting:

Name of Committee: Army Science Board (ASB).

Date of Meeting: 21 November 1997.

Time of Meeting: 1200-1600.

Place: Building 1109B, Fort Knox, Kentucky.

Agenda: The Army Science Board (ASB) Issue Group Study on "Army After Next" will meet for briefings and discussions of survivability, mobility and lethality issues relevant to the study subject. These meetings will be open to the public. Any interested person may attend, appear before, or file statements with the committee at the time and in the manner permitted by the committee. For further information, please call our office at (703) 695-0781.

Wayne Joyner,

Program Support Specialist, Army Science Board.

[FR Doc. 97-30468 Filed 11-19-97; 8:45 am]

BILLING CODE 3710-08-M

DEPARTMENT OF DEFENSE

Department of the Army

Army Science Board; Notice of Open Meeting

In accordance with Section 10(a)(2) of the Federal Advisory Committee Act (P.L. 92-463), announcement is made of the following Committee Meeting:

Name of Committee: Army Science Board (ASB).

Date of Meeting: 18 & 19 November 1997.

Time of Meeting: 0830-1630, 18 Nov 97; 0830-1430, 19 Nov 97.

Place: Patuxent River Naval Air Station, Maryland

Agenda: The Army Science Board (ASB) Issue Group Study on "Army Avionics Modernization Methodologies" will meet for briefings and discussions. The meetings will be open to the public. Any interested person may attend, appear before, or file statements with the committee at the time and in the manner permitted by the committee. For

further information, please call our office at (703) 695-0781.

Wayne Joyner,

Program Support Specialist, Army Science Board.

[FR Doc. 97-30469 Filed 11-19-97; 8:45 am]

BILLING CODE 3710-08-M

DEPARTMENT OF DEFENSE

Department of the Army

Availability of A Novel Multi-Layer Composite Material Manufacturing Process (Co-Injection Resin Transfer Molding) for Exclusive, Partially Exclusive or Non-exclusive Licenses

AGENCY: U.S. Army Research Laboratory.

ACTION: Notice of availability.

SUMMARY: The Department of the Army announces the general availability of exclusive, partially exclusive or non-exclusive licenses relative to a novel multi-layer composite material manufacturing process (co-injection resin transfer molding) as described in the U.S. Army Research Laboratory patent docket# ARL 97-17 and a subsequent patent application to the U.S. Patent and Trademark Office. A licensing meeting is scheduled for Thursday, 29 January 1998, at Aberdeen Proving Ground, MD. Visit <http://www.fedlabs.org/ma/pl> for technical and registration information. A non-disclosure agreement *MUST* be signed prior to attending the licensing meeting. Licenses shall comply with 35 U.S.C. 209 and 37 CFR 404.

FOR FURTHER INFORMATION CONTACT:

Michael D. Rausa, U.S. Army Research Laboratory, Office of Research and Technology Applications, ATTN: AMSRL-CS-TT/Bldg. 434, Aberdeen Proving Ground, Maryland 21005-5425, Telephone (410) 278-5028.

SUPPLEMENTARY INFORMATION: None.

Gregory D. Showalter,

Army Federal Register Liaison Officer.

[FR Doc. 97-30488 Filed 11-19-97; 8:45 am]

BILLING CODE 3710-08-M

DEPARTMENT OF DEFENSE

Defense Contract Audit Agency

Privacy Act of 1974; Systems of Records

AGENCY: Defense Contract Audit Agency

ACTION: Notice to Amend Record Systems

SUMMARY: The Defense Contract Audit Agency is amending and deleting

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 December 22, 1997 unless comments are received that would result in a contrary determination. The deletions will be effective on November 20, 1997.

ADDRESSES: Send comments to Defense Contract Audit Agency, Information and Privacy Advisor, CMR, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

FOR FURTHER INFORMATION CONTACT: Mr. Dave Henshall at (703) 767-1005.

SUPPLEMENTARY INFORMATION: The Defense Contract Audit 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: November 14, 1997.

L. M. BYNUM,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

**DELETIONS
RDCAA 152.22**

SYSTEM NAME:

Classified Information Nondisclosure Agreement (NdA) (*February 22, 1993, 58 FR 10845*).

Reason: The records in this system are covered under the government-wide system of records notice OPM/GOVT-1, entitled General Personnel Records.

RDCAA 211.11

SYSTEM NAME:

Drug-Free Federal Workplace Records (*February 22, 1993, 58 FR 10846*).

Reason: The records in this system are covered under the government-wide system of records notice OPM/GOVT-5, entitled Recruiting, Examining, and Placement Records.

**AMENDMENTS
RDCAA 152.1**

SYSTEM NAME:

Security Information System (SIS) (*February 22, 1993, 58 FR 10840*).

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PURPOSE(S):

Delete 'To submit data on a regular basis to the DoD Defense Central Index of Investigations (DCII),'.

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RDCAA 152.1

SYSTEM NAME:

Security Information System (SIS).

SYSTEM LOCATION:

Primary location: Security Office, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Decentralized locations: Defense Contract Audit Agency (DCAA) Regional Security Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DCAA employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain name, Social Security Number, date and place of birth, citizenship, position sensitivity, accession date, type and number of DCAA identification, position number, organizational assignment, security adjudication, clearance, eligibility, and investigation data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 10450, Security Requirements for Government Employees, as amended; E.O. 12958, Classified National Security Information; and E.O. 9397 (SSN).

PURPOSE(S):

To provide the DCAA Security Office with a ready reference of security information on DCAA personnel.

To submit data on a regular basis to the DoD Defense Central Index of Investigations (DCII).

To provide the DCAA Drug Program Coordinator with a listing of individuals who hold security clearances for the purpose of creating the drug testing pool, from which individuals are randomly chosen for drug testing.

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' that appear at the beginning of DCAA'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:

Records are maintained in automated data systems.

RETRIEVABILITY:

Records are retrieved by Social Security Number or name of employee.

SAFEGUARDS:

Automated records are protected by restricted access procedures. Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties.

RETENTION AND DISPOSAL:

Records are retained in the active file until an employee separates from the agency. At that time, records are moved to the inactive file, retained for two years, and then deleted from the system. Hard copy listings and tapes produced by this system are destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Security Office, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 or the Regional Security Offices whose official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

Individuals must furnish name; Social Security Number; approximate date of their association with DCAA; and geographic area in which consideration was requested for record to be located and identified.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Security Office, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 or the Regional Security Offices whose official mailing addresses are published as an appendix to DCAA's

compilation of systems of records notices.

Individuals must furnish name; Social Security Number; approximate date of their association with DCAA; and geographic area in which consideration was requested for record to be located and identified.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information, other than data obtained directly from individual employees, is obtained by DCAA Headquarters and Regional Office Personnel and Security Divisions, and Federal Agencies.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 152.2

SYSTEM NAME:

Personnel Security Data Files (*January 19, 1994, 59 FR 2829*).

CHANGES:

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SYSTEM LOCATION:

In the second paragraph delete 'of Personnel' and insert 'Human Resources Management Division'.

CATEGORIES OF RECORDS IN THE SYSTEM:

In the first paragraph, insert '(152.2)' between 'One' and 'contains'. Delete 'security investigative questionnaires' between 'applications' and 'requests' and delete 'investigation or' between 'for' and 'security'.

In the second paragraph, insert '(152.3)' between 'Two' and 'contains' and insert 'security investigative questionnaires and' between 'contains' and 'verification'.

In the third paragraph, insert '(152.4)' between 'Three' and 'contains'. Delete 'Federal Personnel Manual' between 'in the' and 'and in' and insert 'Code of Federal Regulations'. Delete 'DCAA Central Clearance Group to the Director, DCAA, and determination by the Director, DCAA' and insert 'WHS/CAF adjudication authority with related documents, former DCAA adjudicative authority documents, and determinations by the Director, DCAA'.

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RETENTION AND DISPOSAL:

Add paragraph 'Section three is maintained after separation only if it

contains a DCAA unfavorable personnel security determination, or a DCAA favorable personnel security determination, where the investigation or information upon which the determination was made included significant derogatory information of the type set forth in Section 2-200 and Appendix I, DCAAM 5210.1. This information shall be maintained for five years from the date of determination.'

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RECORD SOURCE CATEGORIES:

Delete 'of Personnel' and insert 'Human Resources Management Division'.

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RDCAA 152.2

SYSTEM NAME:

Personnel Security Data Files.

SYSTEM LOCATION:

Primary location: Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Decentralized locations: Human Resources Management Division, Defense Contract Audit Agency; Human Resources Management Offices and Regional Security Officers at DCAA Regional Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with Defense Contract Audit Agency (DCAA); all DCAA employees; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Section One (152.2) contains copies of individual's employment applications, requests for, and approval or disapproval of, emergency appointment authority; requests for security clearance; interim and final security clearance certificates.

Section Two (152.3) contains security investigative questionnaires and verification of investigations conducted to determine suitability, eligibility or qualifications for Federal civilian employment, eligibility for assignment to sensitive duties, and access to classified information.

Section Three (152.4) contains summaries of reports of investigation, internal Agency memorandums and correspondence furnishing analysis of results of investigations in so far as their relationship to the criteria set forth in the E.O. 10450, in the Code of Federal

Regulations and in Department of Defense and DCAA Directives and Regulations; comments and recommendations of the WHS/CAF adjudication authority with related documents, former DCAA adjudicative authority documents, and determinations by the Director, DCAA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 10450, 10865, and E.O. 12958, Classified National Security Information; and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To provide a basis for requesting appropriate investigations; to permit determinations on employment or retention; to authorize and record access to classified 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' that appear at the beginning of DCAA'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:

All sections are on paper records stored in file folders.

RETRIEVABILITY:

Folders are filed by file series then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by last name of individual concerned.

SAFEGUARDS:

Records are stored in locked filing cabinets after normal business hours. Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties.

RETENTION AND DISPOSAL:

Records contained in Sections One and Two pertaining to Federal employees and persons furnishing services to DCAA on a contract basis are destroyed upon separation of employees, and upon termination of the contracts for contractor personnel. Records pertaining to applicants are

destroyed if an appointment to DCAA is not made.

Records contained in Section Three are maintained after separation only if it contains a DCAA unfavorable personnel security determination, or a DCAA favorable personnel security determination, where the investigation or information upon which the determination was made included significant derogatory information of the type set forth in Section 2-200 and Appendix I, DCAAM 5210.1. This information shall be maintained for five years from the date of determination.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters,
Defense Contract Audit Agency, 8725
John J. Kingman Road, Suite 2135, Fort
Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this record system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address.

Acceptable identification, that is, driver's license or employing offices' identification card. Visits are limited to those offices (Headquarters and Regional offices) listed in the official mailing addresses published as an appendix to DCAA's compilation of record system notices.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Security Officer and the Director of Human Resources Management Division at Headquarters, DCAA; Chiefs of Human Resources Management Divisions, Regional Security Officers, Chiefs of Field Audit Offices at the

DCAA Regional Offices and the individual concerned.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 152.5

SYSTEM NAME:

Notification of Security Determinations (*February 22, 1993, 58 FR 10842*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete '10 U.S.C. 133 and 50 U.S.C. 781'.

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RDCAA 152.5

SYSTEM NAME:

Notification of Security Determinations.

SYSTEM LOCATION:

Primary System: Regional Security Offices, Defense Contract Audit Agency Regional Office and Security Control Offices, Defense Contract Audit Institute, 4075 Park Avenue, Memphis, TN 38111-7492. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Defense Contract Audit Agency (DCAA) personnel and applicants for DCAA employment on whom specific security or suitability action must be taken.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records may contain a summary of pertinent security or suitability information; the results of security determinations approved by the Director, DCAA; and directed or recommended actions to be taken at DCAA Regional Office, Field Audit Office or Defense Contract Audit Institute (DCAI) level.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 10450, 10865, and E.O. 12958, Classified National Security Information.

PURPOSE(S):

To permit required actions of a suitability or security nature to be taken by appropriate DCAA officials.

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' that appear at the beginning of DCAA'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:

Paper records in file folders.

RETRIEVABILITY:

Folders are filed by organizational element, then alphabetically by name of person concerned.

SAFEGUARDS:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours.

RETENTION AND DISPOSAL:

Destruction is directed individually in each case upon completion of final security or suitability actions or automatically upon nonappointment of applicants or separation of employees, whichever is earlier.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters,
Defense Contract Audit Agency, 8725
John J. Kingman Road, Suite 2135, Fort
Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system should address written inquiries to Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address.

Personal visits are limited to those offices (Headquarters and 6 regional offices) listed in the appendix to the

agency's compilation of record system notices. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Results of investigations received from Federal agencies and recommendations for action from appropriate DCAA Headquarters staff elements.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 152.6**SYSTEM NAME:**

Regional and DCAI Security Clearance Request Files (*January 19, 1994, 59 FR 2830*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete '10 U.S.C. 133 and 50 U.S.C. 781'.

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RDCAA 152.6**SYSTEM NAME:**

Regional and DCAI Security Clearance Request Files

SYSTEM LOCATION:

Primary System: Security Officers of Defense Contract Audit Agency Regional Offices and Security Control Officers, Defense Contract Audit Institute. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

Decentralized Segment: Security Officer, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All applicants for employment with Defense Contract Audit Agency (DCAA); all DCAA employees; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain personnel security data forms submitted by employees and

applicants required in the processing of security investigations; requests for various types of security clearance actions; and requests for and approvals/disapprovals of appointments to sensitive positions.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 10450, 10865, and E.O. 12958, Classified National Security Information; and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To prepare necessary paperwork and documentation upon which to base requests to Headquarters, DCAA for appointments to sensitive positions, requests for security investigations, for security clearance and to retain support documents pending approval of appointment and/or granting clearance.

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' that appear at the beginning of the DCAA'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:**

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of individual concerned.

SAFEGUARDS:

Records are accessible only to those authorized personnel required to prepare, review, process, and type necessary documents. Records are stored in locked filing cabinets after normal business hours and are stored in locked rooms and buildings after normal business hours.

RETENTION AND DISPOSAL:

These are transitory files at DCAA Regional Offices and DCAI level and are maintained only during processing and pending final action on requests. Upon receipt of final action taken on request, files are destroyed.

Segments of the system held by the Security Officer, DCAA are destroyed upon separation of the employee or after non-appointment of an applicant.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Regional Security Officers, DCAA and Security Control Officers, Defense Contract Audit Institute. Official mailing addresses are published as an appendix to DCAA'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 Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

The request should contain the full name of the individual, current address and telephone number, and current business address.

Personal visits may be made but are limited to those offices (Headquarters and 6 Regional Offices) listed in DCAA's official mailing addresses published as an appendix to DCAA's compilation of record system notices. In personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Chiefs of Personnel Divisions and Regional Security Officers at the DCAA Regional Offices; the Manager, Defense Contract Audit Institute and the individual concerned.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 152.7**SYSTEM NAME:**

Clearance Certification (*January 19, 1994, 59 FR 2831*).

CHANGES:

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SYSTEM LOCATION:

In the second paragraph entitled Decentralized Segment, delete 'of Personnel' and insert 'Human Resources Management Division'.

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RDCAA 152.7**SYSTEM NAME:**

Clearance Certification.

SYSTEM LOCATION:

Primary location: Regional Security Officers at Defense Contract Audit Agency (DCAA) Regional Offices; Security Control Officers at DCAA Field Audit Offices; Field Detachment and Defense Contract Audit Institute (DCAI). Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

Decentralized locations: Security Officer and Director of Human Resources Management Division at Headquarters, DCAA and Chiefs of Human Resources Management Offices at DCAA Regional Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DCAA personnel employed by the Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain interim and final security clearance and eligibility certificates attesting to type of investigation conducted and degree of access to classified information which is authorized copies, of security acknowledgement certificates supervisor suitability/security statements and special access briefing statements executed by individuals upon being granted security clearances or access to special access information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 10450, 10865, and E.O. 12958, Classified National Security Information; and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To maintain a record of the security clearance and eligibility status of all DCAA personnel as well as certification of briefings for access to classified information and special access information.

To DoD contractors to furnish notice of security clearance and access authorization of DCAA employees.

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' that appear at the beginning of the DCAA'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:**

Paper records in file folders.

RETRIEVABILITY:

Retrieved by last name of individual concerned.

SAFEGUARDS:

Records are stored in locked filing cabinets after normal business hours and stored in locked rooms or buildings. Records are accessible only to those authorized personnel required to act upon a request for access to classified defense information.

RETENTION AND DISPOSAL:

Files pertaining to Federal employees and persons furnishing services to DCAA on a contract basis are destroyed upon separation or transfer of employees and upon termination of contractor personnel.

Files of individuals transferring within DCAA are transferred to security control office of gaining element for maintenance.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 and Regional Security Officers in DCAA Regional Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this record system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this

record system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

The request should contain the full name of the individual, current address and telephone number, and current business address.

Personal visits may be made but are limited to those offices (Headquarters and Regional Offices) listed in DCAA's official mailing addresses published as an appendix to DCAA's compilation of systems of records notices. In personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Chiefs of Human Resources Management Offices and Regional Security Officers at the DCAA Regional Offices; Chiefs of DCAA Field Audit Offices; the Manager, Defense Contract Audit Institute and the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 152.17**SYSTEM NAME:**

Security Status Master List (*January 19, 1994, 59 FR 2832*).

CHANGES:

* * * * *

RECORD SOURCE CATEGORIES:

Replace 'of Personnel' with 'Human Resources Management Division'.

* * * * *

RDCAA 152.17**SYSTEM NAME:**

Security Status Master List.

SYSTEM LOCATION:

Headquarters, Defense Contact Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of DCAA; all persons hired on a contractual basis by or serving in an advisory capacity to DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Record contains type of investigation, date completed, file number, agency which conducted investigation, security clearance data information, name, Social Security Number, date and place of birth, organizational assignment, dates interim and final clearance issued, position sensitivity and related data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 10450, 10865, and E.O. 12958, Classified National Security Information; and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To maintain a ready reference of security clearances on DCAA personnel, to include investigative data and position sensitivity.

To provide security clearance data to DoD contractors and other Federal agencies on DCAA employees assigned to or visiting a contractor facility or visiting or applying for employment with another Federal 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:

The 'Blanket Routine Uses' that appear at the beginning of DCAA'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:**

Stored in a card file.

RETRIEVABILITY:

Cards are filed alphabetically by last name of individual concerned for all DCAA regional personnel. Separate file maintained alphabetically by last name of individual concerned for DCAA Headquarters elements.

SAFEGUARDS:

Cards are accessible only to those authorized personnel required to prepare, process, and type necessary documents; and answer authorized inquiries for information contained therein. Cards are stored in locked filing cabinets after normal business hours and are stored in a locked room and building which is protected by a guard force system after normal business hours.

RETENTION AND DISPOSAL:

These cards are destroyed two years after an individual is separated from DCAA.

SYSTEM MANAGER(S) AND ADDRESS:

Security Officer, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address.

Personal visits are limited to the Headquarters listed in the appendix to DCAA's compilation of systems of records notices. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office's identification card.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Security Officer, Headquarters, DCAA; Director of Human Resources Management Division, Headquarters, DCAA; Chiefs of Human Resources Management Offices, DCAA Regional Offices; Regional Security Officers, DCAA Regional Offices; Manager, DCAI; the individual concerned; and reports of investigation conducted by Federal investigative agencies.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 160.5**SYSTEM NAME:**

Travel Orders (*February 22, 1993, 58 FR 10845*).

CHANGES:

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AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete '10 U.S.C. 133' and add '5 U.S.C. 301, Departmental Regulations'.

* * * * *

RDCAA 160.5**SYSTEM NAME:**

Travel Orders.

SYSTEM LOCATION:

Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219; DCAA Regional Offices; and field audit offices, whose addresses may be obtained from their cognizant regional office. Official mailing addresses are published as an appendix to the DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCAA employee who performs official travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains individual's orders directing or authorizing official travel to include approval for transportation of automobiles, documents relating to dependents travel, bills of lading, vouchers, contracts, and any other documents pertinent to the individual's official travel.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; 5 U.S.C., Chapter 57; and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To document all entitlements, authorizations, and paperwork associated with an employee's official travel.

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' that appear at the beginning of DCAA'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:**

Paper records in file folders.

RETRIEVABILITY:

By fiscal year and alphabetically by surname. May be filed in numerical sequence by travel order number.

SAFEGUARDS:

Under control of office staff during duty hours. Building and/or office locked and/or guarded during nonduty hours.

RETENTION AND DISPOSAL:

Records are destroyed after 4 years.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Resources, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219; Regional Directors, DCAA; and Chiefs of Field Audit Offices, whose addresses may be obtained from their cognizant regional office. Official mailing addresses are published as an appendix to DCAA'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 Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

The request should contain the full name of the individual, current address and telephone number, and current business address.

Personal visits may be made to those offices listed in DCAA's official mailing addresses published as an appendix to DCAA's compilation of systems of records notices. In personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Administrative offices; personnel offices; servicing payroll offices; employee.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 201.01**SYSTEM NAME:**

Individual Access Files (*February 22, 1993, 58 FR 10846*).

* * * * *

SYSTEM MANAGER(S) AND ADDRESS:

Delete 'Personnel and Security Division' and insert 'Human Resources Management Division'.

NOTIFICATION PROCEDURE:

Delete 'Personnel and Security Division' and insert 'Human Resources Management Division'.

RECORD ACCESS PROCEDURES:

Delete 'Personnel and Security Division' and insert 'Human Resources Management Division'.

* * * * *

RDCAA 201.01**SYSTEM NAME:**

Individual Access Files.

SYSTEM LOCATION:

Headquarters, Defense Contract Audit Agency, Human Resources Management Division, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCAA personnel, contractor employees, and individuals granted or denied access to DCAA activities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Documents relating to the request for authorization, issue, receipt, surrender, withdrawal and accountability pertaining to identification cards, to include application forms, photographs, and related papers.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; DoD Directives 5200.8 and 5105.36 which assign to the Director, DCAA the responsibility for protection of property and facilities under his control.

PURPOSE(S):

Information is maintained and used to adequately control access to and movement on DCAA activities.

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' that appear at the beginning of the DCAA'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:**

Paper records in file folders, application cards, and index cards.

RETRIEVABILITY:

Retrieved alphabetically by name.

SAFEGUARDS:

Records are maintained in areas accessible only to authorized DCAA personnel.

RETENTION AND DISPOSAL:

Records are destroyed one year after termination or transfer of person granted access, except that individual identification cards and photographs will be destroyed upon revocation, expiration or cancellation.

SYSTEM MANAGER(S) AND ADDRESS:

Headquarters, Defense Contract Audit Agency, Human Resources Management Division, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Headquarters, Defense Contract Audit Agency, Human Resources Management Division, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Headquarters, Defense Contract Audit Agency, Human Resources Management Division, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with the file.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individuals applying for identification cards and security personnel.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 240.3**SYSTEM NAME:**

Legal Opinions (*February 22, 1993, 58 FR 10847*).

CHANGES:

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CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete 'problems' between 'personnel' and 'that' and insert 'issues'.

* * * * *

RDCAA 240.3**SYSTEM NAME:**

Legal Opinions.

SYSTEM LOCATION:

Office of Counsel, Headquarters, Defense Contract Audits Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCAA employee who files a complaint, with regard to personnel issues, that requires a legal opinion for resolution.

CATEGORIES OF RECORDS IN THE SYSTEM:

Fraud files contain interoffice memorandums, citations used in determining legal opinion, in some cases copies of investigations (FBI), copies of Agency determinations.

EEO files contain initial appeal, copies of interoffice memorandums, testimony at EEO hearings, copy of Agency determinations. Citations used in determining legal opinions.

Grievance files contain correspondence relating to DCAA employees filing grievances regarding leave, removals, resignations, suspensions, disciplinary actions, travel, citations used in determining legal opinion, Agency determinations.

MSPB Appeal files contain interoffice memorandums, citations used in determining the legal position, statements of witnesses, pleadings, briefs, MSPB decisions, notices of

judicial appeals, litigation reports and correspondence with the Department of Justice.

Award files contain correspondence relating to DCAA employee awards, suggestion evaluations, citations used for legal determinations, Agency determination.

Security Violation files contain interoffice correspondence relating to DCAA employee security violations, citations used in determinations, Agency determination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. chapters 43, 51, and 75; 5 U.S.C. 301, Departmental Regulations; and the Civil Service Reform Act of 1978.

PURPOSE(S):

To maintain a historical reference for matters of legal precedence within DCAA to ensure consistency of action and the legal sufficiency of personnel 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:

The 'Blanket Routine Uses' that appear at the beginning of DCAA'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:**

Paper records in file folders.

RETRIEVABILITY:

Primary filing system is by subject; within subjects, files are alphabetical by subject, corporation, name of individual.

SAFEGUARDS:

Under staff supervision during duty hours; security guards are provided during nonduty hours.

RETENTION AND DISPOSAL:

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Written requests for information should contain the full name of the individual, current address and telephone number.

Personal visits are limited to those offices (Headquarters and Regional offices) listed in the appendix to the agency's compilation of systems of records notices. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office's identification card and give some verbal information that could be verified with 'case' folder.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Correspondence from individual's supervisor, DCAA employees, former employers, between DCAA staff members, and between DCAA and other Federal agencies.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 240.5**SYSTEM NAME:**

Standards of Conduct, Conflict of Interest (*February 22, 1993, 58 FR 10848*).

CHANGES:

* * * * *

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Add a new sentence 'Any DCAA employee who has requested an ethics opinion regarding the propriety of future actions on their part.'

CATEGORIES OF RECORDS IN THE SYSTEM:

In the first sentence, insert 'or potential' between 'apparent' and 'conflict'.

* * * * *

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 5532; DoD 5500.7-R, Joint Ethics Regulation (JER); and E.O. 12731.'

* * * * *

RDCAA 240.5

SYSTEM NAME:

Standards of Conduct, Conflict of Interest.

SYSTEM LOCATION:

Office of Counsel, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any DCAA employee who has accepted gratuities from contractors or who has business, professional or financial interests that would indicate a conflict between their private interests and those related to their duties and responsibilities as DCAA personnel. Any DCAA employee who is a member or officer of an organization that is incompatible with their official government position, using public office for private gain, or affecting adversely the confidence of the public in the integrity of the Government. Any DCAA employee who has requested an ethics opinion regarding the propriety of future actions on their part.

CATEGORIES OF RECORDS IN THE SYSTEM:

Office of Counsel-Files contain documents and background material on any apparent or potential conflict of interest or acceptance of gratuities by DCAA personnel. Correspondence may involve interoffice memorandums, correspondence between former DCAA employees and Headquarters staff members, citations used in legal determinations and Agency determinations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; DoD 5500.7-R, Joint Ethics Regulation (JER); and E.O. 12731.

PURPOSE(S):

To provide a historical reference file of cases that are of precedential value to ensure equality of treatment of individuals in like circumstances.

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' that appear at the beginning of DCAA'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:

Paper records in file folders.

RETRIEVABILITY:

Primary filing system is by subject, within subject, files are alphabetical by subject, corporation, name of individual.

SAFEGUARDS:

Under staff supervision during duty hours; buildings have security guards during nonduty hours.

RETENTION AND DISPOSAL:

These files are for permanent retention. They are retained in active files for five years and then retired to Washington National Records Center.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

The request should contain the full name of the individual, current address and telephone number.

Personal visits may be made to the above address. In personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices'

identification card, and give some verbal information that can be verified with 'case' folder.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Correspondence from individual's supervisor, DCAA employees, former employees, between DCAA staff members, and between DCAA and other Federal agencies.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 358.3

SYSTEM NAME:

Grievance and Appeal Files (August 9, 1993, 58 FR 42303).

CHANGES:

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SYSTEM LOCATION:

Delete 'personnel' and insert 'Human Resources Management'.

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SAFEGUARDS:

Delete 'personnel' and insert 'Human Resources Management' in the first and second sentences.

* * * * *

SYSTEM MANAGER(S) AND ADDRESS:

In the first sentence, delete 'personnel' and insert 'Human Resources Management'.

NOTIFICATION PROCEDURE:

In the first sentence of the first paragraph, delete 'personnel' and insert 'Human Resources Management'. In the first sentence of the third paragraph, delete 'personnel' and insert 'Human Resources Management'.

RECORD ACCESS PROCEDURE:

In the first sentence of the third paragraph, delete 'personnel' and insert 'Human Resources Management'.

* * * * *

RDCAA 358.3

SYSTEM NAME:

Grievance and Appeal Files.

SYSTEM LOCATION:

Grievant's servicing Human Resources Management Offices in Headquarters or DCAA Regional Offices. Official mailing addresses are published as an appendix

to DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees or former employees who have filed formal grievances that may be adjudicated under either Chapter 58, DCAA Personnel Manual or a negotiated grievance procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

The written grievance; assignment of examiner; or selection of an arbitrator or referee; statements of witnesses; written summary of interviews; written summary of group meetings; transcript of hearing if one held; correspondence relating to the grievance and conduct of the inquiry; exhibits; evidence; transmittal; memorandums and letters; decision.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To record the grievance, the nature and scope of inquiry into the matter being grieved, and the treatment accorded the matter by management.

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 arbitrators, referees, or other third party hearing officers selected by management and/or the parties to the grievance to serve as fact finders or deciders of the matter grieved.

The 'Blanket Routine Uses' that appear at the beginning of DCAA'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:

Paper records in file folders.

RETRIEVABILITY:

Grievance files are filed by subject matter, contract clause, or by name alphabetically.

SAFEGUARDS:

During nonduty hours the Human Resources Management Office and/or filing cabinet is locked. Grievance files are under the control of the Human

Resources Management Office staff during duty hours.

RETENTION AND DISPOSAL:

Files are destroyed four years after the grievance has been decided or after the transfer or separation of the employee.

SYSTEM MANAGER(S) AND ADDRESS:

Each servicing Human Resources Management Officer in Headquarters or DCAA Regional Offices. Official mailing addresses are published as an appendix to DCAA'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 Human Resources Management Office in the region in which the grievance originated. Official mailing addresses are published as an appendix to the agency's compilation of systems of records notices.

Written requests should contain individual's full name, current address, telephone number and office of assignment.

Individuals may visit the Human Resources Management Office of the region in which the grievance was filed/originated. For personal visits, individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

Individuals may obtain information on access to records by communicating in writing or personally with the servicing Human Resources Management Officer in DCAA Headquarters or DCAA Regional Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

The request should contain the full name of the individual, current address and telephone number.

Personal visits may be made to the servicing Human Resources Management Officer in Headquarters or DCAA Regional Offices or the system manager. Official mailing addresses are published as an appendix to the agency's compilation of systems of records notices.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The grievant; witnesses; exhibits furnished in evidence by grievant and

witnesses; grievance examiner; and persons interviewed by the grievance examiner; deciding official arbitrator, referee, or other third party fact finder or decider.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 367.5

SYSTEM NAME:

Employee Assistance Program (EAP) Counseling Records (*February 22, 1993, 58 FR 10849*).

CHANGES:

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SYSTEM MANAGER(S) AND ADDRESS:

Replace 'Personnel and Security Division' with 'Human Resources Management Division'.

NOTIFICATION PROCEDURE:

Replace 'Personnel and Security Division' with 'Human Resources Management Division'.

RECORD ACCESS PROCEDURE:

Replace 'Personnel and Security Division' with 'Human Resources Management Division'.

* * * * *

RDCAA 367.5

SYSTEM NAME:

Employee Assistance Program (EAP) Counseling Records.

SYSTEM LOCATION:

Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

DCAA regional servicing Human Resources Management Offices; and offices of EAP contractors who perform employee assistance and counseling services. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCAA Federal employees assigned to DCAA activities who are referred by management for, or voluntarily request, employee assistance counseling, referral, and rehabilitation.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to patients which are generated in the course of professional counselling, e.g., records on the patient's condition, status, progress and prognosis of personal, emotional, alcohol or drug dependency problems,

including admitted or urinalysis-detected illegal drug abuse.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 7301 and 7904; 42 U.S.C. 290dd-2; Pub. L. 100-71; E.O. 12564; and E.O. 9397 (SSN).

PURPOSE(S):

The system is established to maintain records relating to the counselor's observations concerning patient's condition, current status, progress, prognosis and other relevant treatment information regarding patients in an employee assistance treatment program facility.

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:

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

(a) To medical personnel to the extent necessary to meet a bona fide medical emergency;

(b) 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 evaluating, or otherwise disclose patient identities in any manner; and

(c) Authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefor.

The results of drug testing in this system may not be disclosed without prior written consent of such patient, unless the disclosure would be pursuant to a court of competent jurisdiction where required by the U.S. Government to defend against any challenge against any adverse personnel action.

The DCAA 'Blanket Routine Uses' do not apply to this system of records.

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

STORAGE:

Records are maintained and stored in automated data systems, secured filing cabinets, and electronic secured files. Extracts of treatment records are also entered into electronic database on microcomputers.

RETRIEVABILITY:

Records are retrieved manually and automatically by patient's last name, client's case number, Social Security Number, organization, office symbol and counseling area offices or any other combination of these identifiers.

SAFEGUARDS:

Records are stored in locked filing cabinets, and secured working environments. Automated records are protected by restricted access procedures, e.g., password-protected coding system. Access to records is strictly limited to Agency or contractor officials with a bona fide need for the records. Only individuals on a need-to-know basis and trained in the handling of information protected by the Privacy Act have access to the system. All patient records are maintained and used with the highest regard for patient privacy. Safeguarding procedures are in accordance with the Privacy Act and required in Employee Assistance Program contractual service agreements.

RETENTION AND DISPOSAL:

Patient records are destroyed three years after termination of counseling and then destroyed by shredding, burning, or pulping. Electronic records are purged of identifying data five years after termination of counseling. Aggregate data without personal identifiers is maintained for management/statistical reporting purposes until no longer required.

SYSTEM MANAGER(S) AND ADDRESS:

Employee Assistance Program Administrator, Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Employee Assistance Program Administrator, Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Individuals must furnish the following for their records to be located and identified: Name, Date of Birth, Social Security Number, Identification Number (if known), approximate date of record, geographic area in which consideration was requested.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained

in this system should address written inquiries to the Employee Assistance Program Administrator, Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Individuals must furnish the following for their records to be located and identified: Name, Date of Birth, Social Security Number, approximate date of record, geographic area in which consideration was requested.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

The patient to whom the records pertain, Employee Assistance Program counselors, supervisory personnel, co-workers; other agency personnel, outside practitioners; or private individuals to include family members of the patient.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 371.5

SYSTEM NAME:

Locator Records (*February 22, 1993, 58 FR 10850*).

CHANGES:

* * * * *

SYSTEM LOCATION:

Replace 'Personnel' with 'Human Resources Management'. Replace 'Civilian Personnel' with 'Human Resources Management'.

* * * * *

RDCAA 371.5

SYSTEM NAME:

Locator Records.

SYSTEM LOCATION:

Human Resources Management Office, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 and DCAA Regional Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

System is also maintained at DCAA Field Audit Offices. Addresses for the Field Audit Offices may be obtained from the cognizant Regional Office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of DCAA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Employee's name, office room number, office telephone number, office symbol, home address, home telephone number, date prepared, spouse's name.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To provide a ready reference of employee home address and telephone number to facilitate emergency notification.

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' that appear at the beginning of DCAA'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:**

3x5 cards stored in an index card box.

RETRIEVABILITY:

Filed by name.

SAFEGUARDS:

Under control of office staff during duty hours. Building and/or office locked and/or guarded during nonduty hours.

RETENTION AND DISPOSAL:

Retained until separation of employee, then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Human Resources Management Officer, Human Resources Management Office, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 and Human Resources Management Officers at DCAA Regional Offices. Official mailing addresses are published as an appendix to the agency's compilation of systems of records notices.

Manager of DCAA Field Audit Offices. Addresses for the Field Audit Offices may be obtained from the cognizant Regional Office.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Human Resources Management Officer, Human Resources Management Office, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 and Human Resources Management Officers at DCAA Regional Offices. Official mailing addresses are published as an appendix to the agency's compilation of systems of records notices.

Managers of DCAA Field Audit Offices. Addresses for the Field Audit Offices may be obtained from the cognizant Regional Office.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Personal visits may be made to the offices identified above. Individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Human Resources Management Officer, Human Resources Management Office, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 and Human Resources Management Officers at DCAA Regional Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

Managers of DCAA Field Audit Offices. Addresses for the Field Audit Offices may be obtained from the cognizant Regional Office.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Personal visits may be made to the offices identified above. Individual must furnish positive identification.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Employee.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 440.2**SYSTEM NAME:**

Time and Attendance Reports
(February 22, 1993, 58 FR 10851).

CHANGES:

* * * * *

RETENTION AND DISPOSAL:

Delete entry and replace with 'These records are destroyed six years after the end of the pay period to which it is applicable.'

* * * * *

RDCAA 440.2**SYSTEM NAME:**

Time and Attendance Reports.

SYSTEM LOCATION:

Primary System-Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Decentralized Segments-DCAA Regional Offices and Field Audit Offices. Official mailing addresses are published as an appendix to the DCAA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees of the Defense Contract Audit Agency.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a copy of individual's time and attendance report and other papers necessary for the submission of time and attendance reports and collecting of pay from the non-DCAA payroll office.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and 5 U.S.C., Chapter 55.

PURPOSE(S):

To record the number of hours an employee works each day and the amount of sick and/or annual leave used. Supervisors review and certify accuracy of reports which are furnished to the appropriate Finance and Accounting office within the DoD for payroll purposes.

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' that appear at the beginning of DCAA'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:

Paper records in file folders.

RETRIEVABILITY:

Filed alphabetically by last name of employee.

SAFEGUARDS:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

RETENTION AND DISPOSAL:

These records are destroyed six years after the end of the pay period to which it is applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Director, Resources, Headquarters, DCAA and the Regional Directors, DCAA and Chiefs of Field Audit Offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this record system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Records Administrator, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Written requests for information should contain the full name, address, telephone number of the individual and the employee payroll number.

Personal visits are limited to those offices (Headquarters and 6 regional offices) listed in the appendix to the agency's compilation of systems of records notices. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employee identification card.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing

initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Time and attendance reports are completed by the time and attendance clerk based on information provided by the individual employee.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 590.8

SYSTEM NAME:

DCAA Management Information System (FMIS/AMIS) (January 19, 1994, 59 FR 2833).

CHANGES:

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CONTESTING RECORD PROCEDURES:

Within entry change 'Instruction' to 'Regulation'.

* * * * *

RDCAA 590.8

SYSTEM NAME:

DCAA Management Information System (FMIS/AMIS).

SYSTEM LOCATION:

Primary system: Field Audit Office Management Information System (FMIS) is located at all DCAA Headquarters, regional and field audit offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of records notices.

Secondary system: Agency Management Information System (AMIS) is located at the Naval Computer and Telecommunications Station, Washington, (Code N23), Washington Navy Yard, Washington, DC 20374-1435.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

DCAA employees and contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to audit work performed in terms of hours expended by individual employees, dollar amounts audited, exceptions reported, and net savings to the government as a result of those exceptions; records containing contractor and contract information; records containing reimbursable billing information; name, Social Security Number, pay grade and (optionally) address information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and E.O. 9397 (SSN).

PURPOSE(S):

To provide managers and supervisors with timely, on-line information regarding audit requirements, programs, and performance.

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' that appear at the beginning of DCAA'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:

Records are maintained in automated data systems.

RETRIEVABILITY:

Records are retrieved by organizational levels, name of employee, Social Security Number, office symbol, audit activity codes, or any other combination of these identifiers.

SAFEGUARDS:

Automated records are protected by restricted access procedures. Access to records is strictly limited to authorized officials with a bona fide need for the records.

RETENTION AND DISPOSAL:

Records are retained for two to five years and then destroyed by erasure.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Network Operations Branch, Technical Services Center, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief, Network Operations Branch, Technical Services Center, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

Individuals must furnish name, Social Security Number, approximate date of record, and geographic area in which consideration was requested for record to be located and identified. Official

mailing addresses are published as an appendix to the DCAA's compilation of systems notices.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Chief, Network Operations Branch, Technical Services Center, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219. Official mailing addresses are published as an appendix to the DCAA's compilation of systems notices.

Individuals must furnish name, Social Security Number, approximate date of record, and geographic area in which consideration was requested for record to be located and identified.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individual employees, supervisors, audit reports and working papers.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

RDCAA 590.9

SYSTEM NAME:

DCAA Automated Personnel Inventory System (APIS) (February 22, 1993, 58 FR 10852).

CHANGES:

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SYSTEM LOCATION:

Replace 'of Personnel' with 'Human Resources Management Division'.

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RDCAA 590.9

SYSTEM NAME:

DCAA Automated Personnel Inventory System (APIS) (February 22, 1993, 58 FR 10852).

SYSTEM LOCATION:

Primary location: Office of the Director, Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219, and the Human Resources Management Office, DCAA Regional Offices. Official mailing addresses are published as an appendix to the DCAA compilation of systems of records notices.

Secondary location: Defense Construction Supply Center, Defense Electronics Supply Center, and the Defense Logistics Agency Administrative Support Center which maintain systems data under an inter-service support agreement with DCAA to provide payroll and report generating services.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All current civilian employees of DCAA and former employees who were on DCAA rolls any time after January 1, 1977.

CATEGORIES OF RECORDS IN THE SYSTEM:

Current and historical data related to positions occupied by an employee of DCAA such as grade, occupational series, title, organizational location, salary and step, competitive area and level, geographical location, supervisory designation, financial reporting requirement, and bargaining unit status.

Current and historical data related to a DCAA employee's status and tenure in the Federal civil service including veterans preference, competitive status, service computation data, tenure group.

Current and historical data personal to an employee of DCAA such as birth date, physical and mental handicap code, minority group identifier code, and enrollment data for life, health, and retirement programs.

Current and historical education and training data on a DCAA employee such as educational level, professional certifications, training accomplishment and requirements.

Current and historical career management data on a DCAA employee such as performance level indicator codes, performance evaluation scores, and promotion assessment scores.

Current and historical data on awards and recognition received by an employee of DCAA.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 9397 (SSN); and DoD Directive 5105.36 (32 CFR part 387).

PURPOSE(S):

To collect, store, and retrieve information to meet personnel and manpower management information requirements in support of program operations, evaluation, and analysis.

To satisfy external and internal reporting requirements.

To provide information to officials of DCAA for effective personnel management and administration.

To designated employees of the Defense Logistics Agency authorized under agreement with DCAA to

maintain records necessary to provide payroll and report generation services.

To designated automated data processing vendors with whom DCAA may contract are authorized to maintain and enhance data and computer operating systems necessary for DCAA personnel to process data and produce required outputs. Vendors neither obtain output from the system nor access the stored data for other than validated, approved test procedures.

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' that appear at the beginning of DCAA'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:

Input paper documents are stored in file folders and/or file cabinets. Information converted to automated form for storage in the system is stored on magnetic tape and/or disks.

Output reports on computed printout paper are stored in file cabinets, specialized file containers, or library shelving.

Individual employee output reports are filed in folders retained within official personnel, performance, or medical records.

RETRIEVABILITY:

Information is retrieved by Social Security Number.

SAFEGUARDS:

Access to computerized data requires knowledge and use of a series of system identification codes and passwords which must be entered in proper sequence. Access to computerized data is limited to system analysts and programmers authorized to support the system, individuals authorized to provide payroll and report generating services, and DCAA personnel and EEO office employees.

Access to output reports is limited to individuals with a need-to-know.

RETENTION AND DISPOSAL:

Records in the automated data base, with the exception of non-SES performance appraisal data, are permanent.

Paper input documents and output printouts and reports, except for those required to be maintained in an employee's official personnel, performance, or medical file, are retained for reference purposes only until superseded or no longer required. When superseded or no longer required, these records will be destroyed by shredding or burning.

Copies of records authorized to be maintained by supervisors or other operating officials will be destroyed one year after transfer or separation of employee.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219 and the Human Resources Management Officers at the DCAA Regional Offices for data in their data banks. Official mailing addresses are published as an appendix to the DCAA compilation of systems of records notices.

NOTIFICATION PROCEDURES:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Director, Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

For verification purposes, written request for information must include individual's full name, current address, telephone number and office of assignment.

Personal visits may be made to the Office identified above. Individual must furnish positive identification.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Director, Human Resources Management Division, Headquarters, Defense Contract Audit Agency, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219.

For verification purposes, written requests for information must include individual's full name, current address, telephone number and office of assignment.

Personal visits may be made to the office identified above. Individual must furnish positive identification.

CONTESTING RECORD PROCEDURES:

DCAA's rules for accessing records, for contesting contents and appealing initial agency determinations are published in DCAA Regulation 5410.10; 32 CFR part 317; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Agency supervisors and administrative personnel, medical officials, previous federal employees, U.S. Office of Personnel Management. Applications and forms completed by the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. 97-30419 Filed 11-19-97; 8:45 am]

BILLING CODE 5000-04-F

DEPARTMENT OF DEFENSE

Department of the Army

Corps of Engineers

**Environmental Impact Statement:
Prado Basin, Riverside, CA; Water
Supply Study**

AGENCY: U.S. Army Corps of Engineers, Los Angeles District, DOD.

ACTION: Notice of intent.

SUMMARY: The Los Angeles District intends to prepare an EIS to support the proposed water supply study at Prado Basin, Riverside County, California. The purpose of the proposal is to increase the level of water conservation storage within Prado Basin, and allow Orange County Water District to harvest the water through their recharge facilities along the Santa Ana River downstream of Prado Basin. The proposed project alternatives would include increasing the level of water storage during the non-flood season from 505 feet to 508 feet, storage of water at elevation 505 year-round, as well as a no action alternative. The EIS will analyze potential impacts on the environment of a range of alternatives, including the recommended plan.

FOR FURTHER INFORMATION CONTACT: For further information contact Mr. Gary Gunther at (213) 452-3794 or Mr. Alex Watt either by telephone at (213) 452-3860, by fax at (213) 452-4204, or by mail at the address below.

SUPPLEMENTARY INFORMATION: The Army Corps of Engineers intends to prepare an EIS to assess the environmental effects associated with the proposed water supply study. The public will have the opportunity to comment on this analysis before any action is taken to implement the proposed action.

Scoping

The Army Corps of Engineers will conduct a scoping meeting prior to preparing the Environmental Impact Statement to aid in determining the significant environmental issues associated with the proposed action. The public, as well as Federal, State, and local agencies are encouraged to participate in the scoping process by submitting data, information, and comments identifying relevant environmental and socioeconomic issues to be addressed in the environmental analysis. Useful information includes other environmental studies, published and unpublished data, alternatives that should be addressed in the analysis, and potential mitigation measures associated with the proposed action.

A public scoping meeting will be held in conjunction with the Orange County Water District in November, 1997. The location, date, and time of the public scoping meeting will be announced in the local news media. A separate notice of this meeting will be sent to all parties on the project mailing list.

Individuals and agencies may offer information or data relevant to the environmental or socioeconomic impacts by attending the public scoping meeting, or by mailing the information to Mr. Alex Watt at the address below prior to December 30, 1997. Comments, suggestions, and requests to be placed on the mailing list for announcements and for the Draft EIS, should be sent to Alex Watt, U.S. Army Corps of Engineers, Los Angeles District, ATTN: CESPL-PD-RQ, P.O. Box 532711, Los Angeles, CA 90053.

Availability of the Draft EIS

The Draft EIS is expected to be published and circulated in July 1998, and a public hearing to receive comments on the Draft EIS will be held after it is published.

Mary V. Yonts,

Alternate Army Federal Register Liaison Officer.

[FR Doc. 97-30487 Filed 11-19-97; 8:45 am]

BILLING CODE 3710-KF-M