

**CHANGES:**

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**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy, 10 U.S.C. 5041, Headquarters, Marine Corps.'

\* \* \* \* \*

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Records maintained two years after issue closed, then destroyed.'

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

Add to entry 'U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.'

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**MJA00005****SYSTEM NAME:**

Financial Assistance/Indebtedness/Credit Inquiry Files.

**SYSTEM LOCATION:**

All Marine Corps activities.

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

Marines identified as owing debts and/or having dependents requiring financial aid.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains name, rank, Social Security Number, military occupational specialty component, marital and dependency status and supporting documents pertaining to indebtedness, financial assistance and credit inquiries.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5013, Secretary of the Navy, 10 U.S.C. 5041, Headquarters, Marine Corps.

**PURPOSE(S):**

To provide a record of Marines identified as owing debts or having need for financial aid for use in processing correspondence relating to financial assistance, credit inquiry or indebtedness.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' set forth at the beginning of the Marine Corp'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:**

Records are retrieved by name and Social Security Number of the individual concerned.

**SAFEGUARDS:**

File accessible only to authorized personnel in the execution of their official duties. Maintained in locked building with full time duty personnel present during non-working hours.

**RETENTION AND DISPOSAL:**

Records maintained two years after issue closed, then destroyed.

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

U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Commanding officer of activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Requester must be able to provide satisfactory identifying information.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Commanding officer of activity concerned. U.S. Marine Corps official mailing addresses are incorporated into the Department of the Navy's address directory, published as an appendix to the Navy's compilation of systems of records notices.

Requester must be able to provide satisfactory identifying information.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32

CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Previous and current commanders, private individuals and commercial creditors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 99-21235 Filed 8-16-99; 8:45 am]

BILLING CODE 5001-10-F

**DEPARTMENT OF DEFENSE****Defense Security Service****Privacy Act of 1974; System of Records**

**AGENCY:** Defense Security Service, DoD.

**ACTION:** Notice to Amend Systems of Records.

**SUMMARY:** The Defense Security Service (DSS) is amending existing Privacy Act systems of records notices in its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

In addition, the name of the agency is being changed to 'DEFENSE SECURITY SERVICE' in the preamble to the agency's compilation of systems of records notices.

**DATES:** The actions will be effective on September 16, 1999, comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to Office of the General Counsel, Defense Security Service, 1340 Braddock Place, Alexandria, VA 22314-1651.

**FOR FURTHER INFORMATION CONTACT:** Mr. Leslie Blake (703) 325-9450.

**SUPPLEMENTARY INFORMATION:** The Defense Security Service 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 specific changes to the record systems being amended are set forth below followed by the notices, as amended, published in their entirety. The proposed amendments are not within the purview of subsection (r) of the Privacy Act of 1974, (5 U.S.C. 552a), as amended, which requires the submission of a new or altered system report.

In addition, the name of the agency is being changed to 'DEFENSE SECURITY SERVICE' in the preamble to the agency's compilation of systems of records notices.

Dated: August 11, 1999.

**L. M. BYNUM,**

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

**Deletions  
V4-06**

**SYSTEM NAME:**

Federal Personnel Management System (FPMS) (*February 22, 1993, 58 FR 10904*).

Reason: Records contained within this system of records are covered by multiple government-wide Privacy Act systems of records notices.

**V7-02**

**SYSTEM NAME:**

Guest/Instructor Identification Records (*February 22, 1993, 58 FR 10904*).

Reason: Records contained within this system of records have been incorporated into V7-01, entitled 'Enrollment, Registration and Course Completion Record'.

**V8-01**

**SYSTEM NAME:**

Industrial Personnel Security Clearance File (*February 22, 1993, 58 FR 10904*).

Reason: Records contained within this system of records have been incorporated into V5-03, entitled 'Case Control Management System'.

**Amendments  
V4-07**

**SYSTEM NAME:**

Adverse Actions, Grievance Files, and Administrative Appeals (*August 9, 1993, 58 FR 42304*).

**CHANGES:**

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**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations, Chapter 77; and E.O. 9397 (SSN).'

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**V4-07**

**SYSTEM NAME:**

Adverse Actions, Grievance Files, and Administrative Appeals.

**SYSTEM LOCATION:**

Defense Security Service, Employee Relations Office, 1340 Braddock Place, Alexandria, VA 22314-1651.

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

All agency employees and some former employees who are directly

affected by grievances, complaints, and adverse actions.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Case files and related records pertaining to administrative inquiries into allegations of misconduct, statements of witnesses, employee's statements, reports of interviews and hearings, hearing notices, letters of decision, records of appeals and reconsideration requests, reversals of actions, notices of proposed action with supporting documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations, Chapter 77; and E.O. 9397 (SSN).

**PURPOSE(S):**

Records are used in the investigation and preparation of a case for initial disposition, and possible subsequent determinations in the event of appeal or reconsideration. Records are available for use by the examiner of the original case, or at the appellate level, both within and outside DSS.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS:**

**STORAGE:**

Paper records in file folders.

**RETRIEVABILITY:**

Filed alphabetically by name.

**SAFEGUARDS:**

Records are maintained in locked containers accessible only to authorized personnel.

**RETENTION AND DISPOSAL:**

Disciplinary action files are destroyed four years after the case is closed. Grievance and administrative appeals files are destroyed four years after the case is closed. Letters of Reprimand are destroyed within two years of the date the case is closed. Performance-based action files are destroyed one year after the case is closed. Destruction is accomplished by burning or shredding.

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

Defense Security Service, Chief, Employee Relations Office, 1340 Braddock Place, Alexandria, VA 22314-1651.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

Individuals need to provide full name and all maiden and alias names under which files may be maintained. *Note: Social Security Numbers may be necessary for positive identification of certain records.*

Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**CONTESTING RECORD PROCEDURES:**

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13; 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**RECORD SOURCE CATEGORIES:**

Supervisors, complainants, investigators, and appropriate law enforcement agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**V4-11**

**SYSTEM NAME:**

DSS Drug-Free Workplace Files (*February 22, 1993, 58 FR 10904*).

**CHANGES:**

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**RETENTION AND DISPOSAL:**

Replace first sentence with 'Records are destroyed after two years.'

\* \* \* \* \*

**V4-11**

**SYSTEM NAME:**

DSS Drug-Free Workplace Files.

**SYSTEM LOCATION:**

Defense Security Service, Employee Relations Office, 1340 Braddock Place, Alexandria, VA 22314-1651.

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

Employees of, and applicants for positions with, the Defense Security Service.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records relating to the selection, notification, and urinalysis testing of employees and applicants for illegal drug use; collection authentication and chain of custody documents; and laboratory test results.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 7301 and 7361; Pub. L. 100-71; E.O. 12564, Drug-Free Federal Workplace and 9397 (SSN); and Department of Defense Directive 1010.9, DoD Civilian Employee Drug Abuse Testing Program.

**PURPOSE(S):**

The system contains Drug Program Coordinator records on the selection, notification, and testing (i.e., urine specimens, drug test results, chain of custody records, etc.) of employees and applicants for employment for illegal drug use.

Records contained in this system are also used by the Defense Security Service's Medical Review Officer; the Administrator of any Employee Assistance Program in which the employee is receiving counseling or treatment or is otherwise participating; and supervisory or management officials having authority to recommend or take adverse actions.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

In order to comply with provisions of 5 U.S.C. 7301, the DSS 'Blanket Routine Uses' do not apply to this system of records.

To a court of competent jurisdiction where required by the United States Government to defend against any challenge against any adverse personnel action.

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

Paper records are maintained in file folders. Electronic records exist on diskettes or other machine-readable media.

**RETRIEVABILITY:**

Records are retrieved by employee or applicant name, Social Security Number, collection site, and/or date of testing.

**SAFEGUARDS:**

Paper records and diskettes are maintained in locked containers accessible only to authorized personnel. All employee and applicant records are maintained and used with the highest regard for the individual's privacy. Only persons with a need-to-know and trained in the handling of information protected by the Privacy Act have access to the system.

**RETENTION AND DISPOSAL:**

Records are destroyed after two years. Records regarding applicants not accepted for employment will be destroyed 6 months after the testing date. Destruction of paper records is accomplished by shredding or burning. Electronic records are erased or overwritten.

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

Defense Security Service, Chief, Employee Relations Office, 1340 Braddock Place, Alexandria, VA 22314-1651.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

The individual must provide their full name, Social Security Number, the title, series, and grade of the position they occupied or applied for when the drug test was conducted, and the month and year of the test.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

The request for access must contain the individual's full name and Social Security Number.

Personal visits will require a valid driver's license or other picture

identification and are limited to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**CONTESTING RECORD PROCEDURES:**

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DIS Regulation 01-13; 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**RECORD SOURCE CATEGORIES:**

Urine specimen collection facilities, drug testing laboratories, Medical Review Officers, and test subjects.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**V5-01****SYSTEM NAME:**

Investigative Files System (*February 22, 1993, 58 FR 10904*).

**CHANGES:**

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**SYSTEM NAME:**

Delete entry and replace with 'Personnel Security Investigative File Automation Subsystem'.

**SYSTEM LOCATION:**

Delete entry and replace with 'Defense Security Service, Investigative Files Division, P.O. Box 46060, Baltimore, MD 21240-6060.'

\* \* \* \* \*

**STORAGE:**

Delete entry and replace with 'Records are maintained on magnetic media to include disk, tape and microfilm. Some paper records may still exist on cases which have not yet been converted to magnetic media and on records containing classified information.'

**RETRIEVABILITY:**

Delete entry and replace with 'Information is retrieved Social Security Number.'

**SAFEGUARDS:**

Delete entry and replace with 'Completed investigative records are stored in secured areas accessible only to authorized DSS personnel who have a need-to-know. Paper records are maintained in safes and locked rooms and magnetic media records are protected from access by 'fail-safe' system software. The entire building housing these records are controlled by guards/visitor register.'

\* \* \* \* \*

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

Delete entry and replace with  
'Defense Security Service, Director,  
Operations Center Baltimore, P.O. Box  
46060, Baltimore, MD 21240-6060.'

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**V5-01****SYSTEM NAME:**

Personnel Security Investigative File  
Automation Subsystem.

**SYSTEM LOCATION:**

Defense Security Service,  
Investigative Files Division, P.O. Box  
46060, Baltimore, MD 21240-6060.

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

Military personnel who are active duty; applicants for enlistment or appointment; members of Reserve units; National guardsmen; DoD civilian personnel who are paid from appropriated funds; industrial or contractor personnel who are working in private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross personnel and personnel paid from nonappropriated funds who have DoD affiliation; ROTC cadets; former military personnel; and individuals residing on, have authorized official access to, or conducting or operating any business or other functions at any DoD installation or facility.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Official Reports of Investigation (ROIs) prepared by DSS or other DoD, federal, state, or local official investigative activities; industrial security administrative inquiries (AISs).

Attachments to ROIs or AISs including exhibits, subject or interviewee statements, police records, medical records, credit bureau reports, employment records, education records, release statements, summaries of, or extracts from other similar records or reports.

Case control and management documents which are not reports of investigation, but which serve as the basis for investigation, or which serve to guide and facilitate investigative activity, including documents providing the data to open and conduct the case; and documents initiated by the subject.

DSS file administration and management documents accounting for the disclosure of, control of, and access to a file.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; E.O. 10450, Security Requirements for Government

Employment; DoD Directive 5105.42, Defense Security Service; DoD Directive 5200.2, Department of Defense Personnel Security Program; DoD Directive 5200.27 (Section IV A and B), Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense; DoD Directive 5220.6, Defense Industrial Personnel Security Clearance Program Review; DoD Directive 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI Program for Contractor Employees, and 18 U.S.C. 3056, Powers and Duties of the Secret Service and E.O. 9397 (SSN).

**PURPOSE(S):**

To ensure that the acceptance or retention of persons in sensitive DoD positions or granting individuals including those employed in defense industry access to classified information is clearly consistent with national security.

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for access to defense information and facilities.

To determine the eligibility and suitability of individuals for entry into and retention in the Armed Forces.

To provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056, Powers and Duties of the Secret Service.

For use in criminal law enforcement investigations, including statutory violations and counterintelligence as well as counterespionage and other security matters.

**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:

For maintenance and use by the requesting activity when collected during reciprocal investigations conducted for other DoD and federal investigative elements.

For dissemination to federal agencies or other DoD components when information regarding personnel security matters is reported by Information Summary Report.

The 'Blanket Routine Uses' published at the beginning of DSS' 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 on magnetic media to include disk, tape and microfilm. Some paper records may still exist on cases which have not yet been converted to magnetic media and on records containing classified information.

**RETRIEVABILITY:**

Information is retrieved Social Security Number.

**SAFEGUARDS:**

Completed investigative records are stored in secured areas accessible only to authorized DSS personnel who have a need-to-know. Paper records are maintained in safes and locked rooms and magnetic media records are protected from access by 'fail-safe' system software. The entire building housing these records are controlled by guards/visitor register.

**RETENTION AND DISPOSAL:**

Retention of closed DSS investigative files is authorized for 15 years maximum, except as follows:

(1) Files which have resulted in final adverse action against an individual will be retained 25 years;

(2) Files developed on persons who are being considered for affiliation with the Department of Defense will be destroyed within one year if the affiliation is not completed. In cases involving a pre-appointment investigation, if the appointment is not made due to information developed by investigation, the file will be retained 25 years upon notification from the requester for which the investigation was conducted. If the appointment is not made due to information developed by investigation, the file will be retained 25 years upon notification from the requester for which the investigation was conducted. If the appointment is not made for another reason not related to the investigation, the file will be destroyed within one year upon notification from the requesting agency service;

(3) Files concerning unauthorized disclosure of classified information and other specialized investigation files will be retained for 15 years; and

(4) Information within the purview of the Department of Defense Directive 5200.27, Acquisition of Information concerning Persons and Organizations not Affiliated with the Department of Defense, is destroyed within one year after acquisition by DSS unless its retention is required by law or unless its

retention has been specifically authorized by the Secretary of Defense or his designee;

(5) Reciprocal investigations are retained for only 60 days; and

(6) Partial duplicate records of personnel security investigations are retained for 60 days by DSS field elements.

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

Defense Security Service, Director, Operations Center Baltimore, P.O. Box 46060, Baltimore, MD 21240-6060.

#### NOTIFICATION PROCEDURES:

Individuals seeking to determine whether information about themselves is contained in this system should send written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1615.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Defense Security Service, Privacy Act Branch, PO Box 46060, Baltimore, MD 21240-6060.

A request for information must contain the full name and Social Security Number of the subject individual. Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Privacy Act Branch, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

#### CONTESTING RECORD PROCEDURES:

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13; 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria VA 22314-1651.

#### RECORD SOURCE CATEGORIES:

Subjects of investigations, records of other DoD activities and components, Federal, state, county, and municipal records, employment records of private business and industrial firms. Educational and disciplinary records of schools, colleges, universities, technical and trade schools. Hospital, clinic, and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals.

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims, and confidential sources.

The interview of any individuals deemed necessary to complete the DSS investigation.

Miscellaneous directories, rosters, and correspondence.

Any other type of record deemed necessary to complete the DSS investigation.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

Investigatory material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

Records maintained in connection with providing protective services to the President and other individuals under 18 U.S.C. 3506, may be exempt pursuant to 5 U.S.C. 552a(k)(3).

Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information may be exempt pursuant to 5 U.S.C. 552a(k)(5), but only to the extent that such material would reveal the identity of a confidential source.

An exemption rule for this record system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 321. For additional information contact the system manager.

#### V5-02

#### SYSTEM NAME:

Defense Central Index of Investigations (DCII) (*February 22, 1993, 58 FR 10904*).

#### CHANGES:

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#### SYSTEM NAME:

Delete entry and replace with 'Defense Clearance and Investigations Index (DCII)'.

#### SYSTEM LOCATION:

Delete entry and replace with 'Primary location: Defense Security Service, Operation Center-Baltimore, 881 Elkridge Landing Road, Linthicum, MD, 21090-2902.

Secondary locations: Air Force (Headquarters 497th IG/INS); Air Force

Office of Special Investigations; Army Central Clearance Facility; Army Crime Records Center; Army Investigative Records Repository; Defense Intelligence Agency; Defense Office of Hearings and Appeals; DoD Inspector General; Joint Staff; National Reconnaissance Office; National Security Agency; Naval Criminal Investigative Service; Navy Central Adjudicative Facility; U.S. Coast Guard; and the Washington Headquarters Services. For specific addresses of the secondary locations, please contact the Primary location.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

In 1st sentence delete 'DCII MASTER INDEX'. At the end of the 1st paragraph add 'The index may also include investigative record information/clearance data submitted by other Federal agencies (i.e. National Security Agency, Coast Guard).'

In paragraph 5, add 'NAC Histories that were opened after January 4, 1999 will reflect investigations for subjects that do not require a clearance (e.g. Red Cross or USO personnel being assigned with the Armed Forces overseas).'

Replace paragraph 6 with 'CLEARANCE TRACING: A record of a clearance determination by an adjudicative agency. It identifies the individual by name and personal identifiers, the agency that submitted the clearance entry, the date it was granted, the eligibility level of the clearance, the level of access granted, the access granted date, the type and date of the investigation that formed the basis for the clearance determination, the category of the subject, the separation date and any files used in the adjudicative process.

DCII IMPERSONAL TITLE TRACING: A record of organizations, contractor locations and incidents that were subjects of DoD investigations or DSS Facility NACs. There have been no new impersonal titles added to the DCII since April 19, 1997, when DSS stopped conducting Facility NACs.'

\* \* \* \* \*

#### STORAGE:

Delete entry and replace with 'The DCII is stored on disk within a Corporate Database (CDB). The CDB has a mirrored structure (duplicate file) to provide immediate recovery in case of disk failure. It is regularly backed up onto magnetic tape for storage as a contingency in case of system of disk failure.'

\* \* \* \* \*

**SAFEGUARDS:**

Delete entry and replace with 'The DSS facility housing the DCII is protected by security personnel (guards) at all times. Access to the computer room is controlled by combination lock and identification badges, which are issued only to authorized individuals. Generalized validation is provided through online and batch edit criteria that must be honored before an information request or update will occur. Identification (account codes and passwords) and authentication is required at the DSS firewall and again at the database before information can be accessed. All data transfers and information retrievals that use remote communication facilities are encrypted. Activities must be a part of DoD/Federal Government and accredited on the basis of authorized requirements before a new terminal is established or before batch request will be honored and processed. Organizations authorized access are responsible for ensuring that individuals and organizations to whom they disclose DCII information have appropriate authority and need-to-know.'

\* \* \* \* \*

**V5-02****SYSTEM NAME:**

Defense Clearance and Investigations Index (DCII).

**SYSTEM LOCATION:**

Primary location: Defense Security Service, Operation Center-Baltimore, 881 Elkridge Landing Road, Linthicum, MD, 21090-2902.

Secondary locations: Air Force (Headquarters 497th IG/INS); Air Force Office of Special Investigations; Army Central Clearance Facility; Army Crime Records Center; Army Investigative Records Repository; Defense Intelligence Agency; Defense Office of Hearings and Appeals; DoD Inspector General; Joint Staff; National Reconnaissance Office; National Security Agency; Naval Criminal Investigative Service; Navy Central Adjudicative Facility; U.S. Coast Guard; and the Washington Headquarters Services. For specific addressees of the secondary locations, please contact the Primary location.

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

Any person described as a subject or a victim or who is a cross-reference in an investigation completed by or for a DoD investigative organization when that investigation is retained by the organization and the name is submitted for central indexing.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The index is composed of investigations conducted by DoD investigative organizations, locator references to such investigations, and security clearances granted by DoD components. Records contain names and other personal identifying information on individuals, including security clearance data on Department of Defense contractor employees who are indexed. The index may also include investigative record information/clearance data submitted by other Federal agencies (i.e. National Security Agency, Coast Guard).

**FILE TRACING:** Reference to an investigation maintained by one of the investigative records repositories. It identifies the individual by name and personal identifiers, the custodian of the file, the year indexed, and the number used by the repository to locate the file.

**OPEN CASE TRACING:** A record input by DoD investigative activities or the National Security Agency reflecting the existence of an investigation in progress. It identifies the subject individual by name and personal identifiers, the location of the open investigation, the year indexed, and the number used to locate the investigative number.

**NAC PENDING TRACING:** Record of a National Agency Check (NAC) investigation in progress. It identifies the subject individual by name, personal identifiers, the case number, the category of the requester of the NAC, and the type of NAC being run.

**NAC HISTORY TRACING:** A record of completed favorable, or incomplete, national agency checks. It identifies the individual by name and personal identifiers, the date the NAC was completed, and the agencies that were checked. NAC Histories that were opened after January 4, 1999 will reflect investigations for subjects that do not require a clearance (e.g. Red Cross or USO personnel being assigned with the Armed Forces overseas).

**CLEARANCE TRACING:** A record of a clearance determination by an adjudicative agency. It identifies the individual by name and personal identifiers, the agency that submitted the clearance entry, the date it was granted, the eligibility level of the clearance, the level of access granted, the access granted date, the type and date of the investigation that formed the basis for the clearance determination, the category of the subject, the separation date and any files used in the adjudicative process.

**DCII IMPERSONAL TITLE TRACING:** A record of organizations, contractor locations and incidents that were

subjects of DoD investigations or DSS Facility NACs. There have been no new impersonal titles added to the DCII since April 19, 1997, when DSS stopped conducting Facility NACs.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; E.O. 10450, Security Requirements for Government Employment; DoD Directive 5200.2, DoD Personnel Security Program (32 CFR part 156); DoD Directive 5105.42, Defense Security Service; and E.O. 9397 (SSN).

**PURPOSE(S):**

To determine the existence and location of DoD investigative records for granting clearances, for access to defense installations, and for entry into military service or employment in sensitive civilian positions; and to reflect security clearance information pertaining to DoD Components and Defense contractor personnel.

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

*In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:*

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

The DCII is stored on disk within a Corporate Database (CDB). The CDB has a mirrored structure (duplicate file) to provide immediate recovery in case of disk failure. It is regularly backed up onto magnetic tape for storage as a contingency in case of system of disk failure.

**RETRIEVABILITY:**

Index records are accessed through name and at least one personal identifier (PID). Personal identifiers are: date of birth, place of birth, and Social Security Number. Inquiries may enter the system by being keyed in at remote terminals. A nonstandard retrieval capability also exists which permits retrieval without PID or on parts of a name and produces references to all individuals by that name. It should be noted that in many cases the subject's SSN is necessary to make a positive identification. Name Only Index records

are accessed through the name or some portion thereof. Records are retrieved based on an exact match with the name submitted. Inquiries are made by local and remote terminals via compliant client-server software.

#### SAFEGUARDS:

The DSS facility housing the DCII is protected by security personnel (guards) at all times. Access to the computer room is controlled by combination lock and identification badges, which are issued only to authorized individuals. Generalized validation is provided through online and batch edit criteria that must be honored before an information request or update will occur. Identification (account codes and passwords) and authentication is required at the DSS firewall and again at the database before information can be accessed. All data transfers and information retrievals that use remote communication facilities are encrypted. Activities must be a part of DoD/Federal Government and accredited on the basis of authorized requirements before a new terminal is established or before batch request will be honored and processed. Organizations authorized access are responsible for ensuring that individuals and organizations to whom they disclose DCII information have appropriate authority and need-to-know.

#### RETENTION AND DISPOSAL:

OPEN CASE TRACINGS are retained for as long as the investigation is open. Upon completion of the investigation, the open case tracings are replaced by a file tracing.

FILE TRACINGS are retained for a period corresponding to the retention of investigative files described in DSS Personnel Security Investigative File Automation Subsystem. However, each agency has the responsibility of deleting their own file tracings.

NAC PENDING TRACINGS are retained until completion of the NAC. At that time they are replaced by a NAC history tracing.

NAC HISTORY TRACINGS are automatically deleted 15 years from the date of completion of the NAC. Specific action may be taken to delete the record sooner. A subsequent favorable NAC will be entered as a new history record and automatically delete the previous history record.

CLEARANCE TRACINGS are maintained until deleted by the submitting agency. For DSS this is when the clearance is denied, revoked or no longer needed by the subject (death or separation from service/employment).

DCII IMPERSONAL TITLE TRACINGS are retained for a period corresponding to the retention of investigative files described in the DSS Personnel Security Investigative File Automation Subsystem (V5-01).

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

Office of the Assistant Secretary of Defense (C3I), Deputy Director for Personnel Security, 3040 Defense Pentagon, Washington, DC 20301-3040.

Defense Security Service, Director, Operations Center Baltimore, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system should address written inquiries to the Defense Security Service, Privacy Act Branch, P.O. Box 46060, Baltimore, MD 21240-6060.

A request for information must contain the full name and Social Security Number of the subject individual. Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Privacy Act Branch, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

#### CONTESTING RECORD PROCEDURES:

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13: 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

#### RECORD SOURCE CATEGORIES:

DoD investigative organizations listed in the 'System location' caption (excluding DISCO); Defense Logistics Agency, ATTN: DLAH-T; Director of Security, National Security Agency, ATTN: M-552, Fort Meade, MD 20755; Assistant Chief of Staff of Intelligence (ACSI), Department of the Army, ATTN: Counterintelligence Division, Washington, DC 20314.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

Investigatory material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any

right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

An exemption rule for this record system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 321. For additional information contact the system manager.

#### V5-04

#### SYSTEM NAME:

Counterintelligence Issues Database (CII-DB) (October 3, 1995, 60 FR 51781).

#### CHANGES:

\* \* \* \* \*

#### SYSTEM LOCATION:

Delete entry and replace with 'Defense Security Service, Information Assurance and Counterintelligence Office (IACI), 1340 Braddock Place, Alexandria, VA 22314-1651.'

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

Add to the end of the entry 'Persons who have solicited from industrial contractors/DoD installations information which may appear to be sensitive in nature'.

\* \* \* \* \*

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

Delete entry and replace with 'Defense Security Service, Information Assurance and Counterintelligence, 1340 Braddock Place, Alexandria, VA 22314-1651.'

\* \* \* \* \*

#### V5-04

#### SYSTEM NAME:

Counterintelligence Issues Database (CII-DB).

#### SYSTEM LOCATION:

Defense Security Service, Information Assurance and Counterintelligence Office (IACI), 1340 Braddock Place, Alexandria, VA 22314-1651.

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

Persons of Counterintelligence interest in the following categories: Military personnel who are on active duty; applicants for enlistment or appointment; members of Reserve units; National Guard members; DoD civilian personnel, who are paid with

appropriate or non appropriated funds; industrial or contractor personnel who are working in private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross; ROTC cadets; former military personnel and individuals residing on, have authorized official access to, or conducting, operating any business or other functions at any DoD installation or facility. Persons who have solicited from industrial contractors/DoD installations information which may appear to be sensitive in nature.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Records involving either suspected or actual Counterintelligence (CI) issues detected in Personnel Security Investigations (PSI) or Industrial Security Administrative Inquiries (AI). The database will include subject name, title, origin of the issue, location of employment, residence, country, date action was received, date action was closed, agency where action was referred, narrative summary of issue, identity of any additional sources (person/agency/company) who may of provided DSS with CI information, type of action, type of issue, agent's name, company name, target technology, country of origin and miscellaneous agents notes and recommendations.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; E.O. 10450, Security Requirements for Government Employment; DoD Directive 5200.2, Department of Defense Personnel security Program; DoD Dir 5200.27 (Section IV A and B), Acquisition of information concerning Persons and organizations not affiliated with the DoD; DoD Dir 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI program for contractor employees.

#### PURPOSE(S):

Provides a central database to document, refer, track, monitor and evaluate CI indicators/issues surfaced during PSI and through AIs.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of DSS' 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:

Computerized database, paper records, microfilm, diskettes, are maintained at the IACI.

##### RETRIEVABILITY:

Information in the automated system is retrieved through any entry in the data base to include name and file number.

Paper files are retrieved by name or file number.

##### SAFEGUARDS:

Paper records are contained and stored in regulation safes, filing cabinets and on magnetic tape which is located in a secure area with limited access. The database is maintained in secure office space with password entry to the system. Access is provided on a need-to-know basis only.

##### RETENTION AND DISPOSAL:

Automated records are maintained for 15 years. CI paper records relating to the automated system and not associated with a PSI will be retained for one year; Files developed on persons who are being considered for affiliation with the Department of Defense will be destroyed within one year if the affiliation is not completed.

Information within the purview of DoD Directive 5200.27 will be retained no longer than one year.

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

Defense Security Service, Information Assurance and Counterintelligence, 1340 Braddock Place, Alexandria, VA 22314-1651.

##### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria VA 22314-1651.

Requesters should provide full name and any former names used, date and place of birth, and Social Security Number.

##### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to Defense Security Service, Office of FOI and PA, Alexandria, VA 22314-1651.

#### CONTESTING RECORD PROCEDURES:

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13: 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

#### RECORD SOURCE CATEGORIES:

Federal, State and local law enforcement/intelligence agencies; Industrial Security Administrative inquiries and Personnel Security Investigations.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

Information specifically authorized to be classified under E.O. 12958, as implemented by DoD 5200.1-R, may be exempt pursuant to 5 U.S.C. 552a(k)(1).

Investigatory material compiled for law enforcement purposes may be exempt pursuant to 5 U.S.C. 552a(k)(2). However, if an individual is denied any right, privilege, or benefit for which he would otherwise be entitled by Federal law or for which he would otherwise be eligible, as a result of the maintenance of such information, the individual will be provided access to such information except to the extent that disclosure would reveal the identity of a confidential source.

Records maintained in connection with providing protective services to the President and other individuals under 18 U.S.C. 3506, may be exempt pursuant to 5 U.S.C. 552a(k)(3).

Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information may be exempt pursuant to 5 U.S.C. 552a(k)(5), but only to the extent that such material would reveal the identity of a confidential source.

An exemption rule for this record system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b) (1), (2), and (3), (c) and (e) and published in 32 CFR part 321. For additional information contact the system manager.

#### V6-01

##### SYSTEM NAME:

Personnel Security Files (PSF)  
(February 22, 1993, 58 FR 10904).

##### CHANGES:

\* \* \* \* \*

##### STORAGE:

Delete entry and replace with 'Paper records in file folders. Electronic



records are maintained in disk, magnetic tapes.'

\* \* \* \* \*

#### V6-01

##### SYSTEM NAME:

Personnel Security Files (PSF).

##### SYSTEM LOCATION:

Primary location: Defense Security Service, 1340 Braddock Place, Alexandria, VA 22314-1651.

Secondary locations: Defense Security Service Operating Locations, Operations Center-Baltimore and Operations Center-Columbus. Specific addresses can be obtained from the Primary location.

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

Every Defense Security Service employee.

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

Individual's Certificates of Personnel Security Investigation, Certificates of Security Clearance and Access Authorization, Adjudicative Summary Sheets, Sensitive Compartmented Information (SCI) Access Records, certificates of clearance for other agencies, Security Briefing Statements, security clearance downgrade and discontinuation statements, Security Termination Statement and Debriefing Certificates, Defense Clearance and Investigations Index (DCII) check results, requests for Personnel Security Investigations, Badge and Credential receipts, and related documents which may vary in certain cases. Personal identifying data to confirm identities is also contained in this system.

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

5 U.S.C. 301, Departmental Regulations; DoD Regulation 5200.2, DoD Personnel Security Program; DSS Regulation 25-3, Personnel Security Program, and E.O. 9397 (SSN).

##### PURPOSE(S):

Files are used during an individual's employment with the agency to provide a basis for determining eligibility for assignment to, or retention in, a sensitive position; granting security clearance; evidence of clearance and access to classified defense information; and to verify security clearance information of individuals visiting other offices regarding classified matters. File information may be provided to other authorized government departments, agencies or offices when a change of the individual's employment is considered.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of DSS' 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. Electronic records are maintained on disk and magnetic tapes.

##### RETRIEVABILITY:

Paper records are filed alphabetically by last name and by location (Operating Location). Summary data is retrievable by Social Security Number or by name.

##### SAFEGUARDS:

All system records are maintained in locked security containers accessible only to authorized personnel. Summary data is accessed only by authorized personnel using assigned system passwords.

##### RETENTION AND DISPOSAL:

Records are kept for two years after termination of an individual's employment with DSS. Longer retention, not to exceed five years after termination of employment, may be approved by the Chief, Office of Security, DSS. Paper records are destroyed by burning or shredding; electronic records are erased or overwritten.

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

Defense Security Service, Chief, Office of Security, 1340 Braddock Place, Alexandria, VA 22314-1651.

##### NOTIFICATION PROCEDURES:

Individuals seeking to determine if information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

##### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

A request for information must contain the full name and Social Security number of the subject individual.

Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

##### CONTESTING RECORD PROCEDURES:

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13: 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

##### RECORD SOURCE CATEGORIES:

Application and related forms from the individual, summaries of information from background investigations of the individual.

##### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### V7-01

##### SYSTEM NAME:

Enrollment, Registration and Course Completion Record (*February 22, 1993, 58 FR 10904*).

##### CHANGES:

\* \* \* \* \*

##### SYSTEM LOCATION:

Delete entry and replace with 'Primary location: Defense Security Service, Training Office, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

Decentralized location: Department of Defense Polygraph Institute. Specific address can be obtained from the Primary location.'

\* \* \* \* \*

##### STORAGE:

Delete entry and replace with 'Records are retained in electronic format on disk and magnetic tape. Some hard copy paper records still exist and are maintained in file folders.'

\* \* \* \* \*

##### RETRIEVABILITY:

Delete entry and replace with 'Data is retrievable by Social Security Number or by student's name.'

##### SAFEGUARDS:

Delete entry and replace with 'Paper records are maintained in locked security containers accessible to only authorized personnel. Only authorized

personnel using assigned system passwords access electronic data.'

#### RETENTION AND DISPOSAL:

Delete entry and replace with 'Electronic and paper records are retained for ten years at which time they are either erased from the system or destroyed by shredding.'

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

Delete entry and replace with 'Director, Training Office, Defense Security Service, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

Director, Department of Defense Polygraph Institute, Building 3195, Fort McClellan, AL 36205-5114.

\* \* \* \* \*

#### V7-01

##### SYSTEM NAME:

Enrollment, Registration and Course Completion Record.

##### SYSTEM LOCATION:

Primary location: Defense Security Service, Training Office, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

Decentralized locations: Department of Defense Polygraph Institute. Specific addresses can be obtained from the Primary location.

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

Individuals who are scheduled for or who have attended courses of instruction offered by the DSS Training Office or DoD Polygraph Institute. Guest speakers and assigned instructors/faculty.

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

Information may include individual's name and other personal identifying and administrative data pertaining to attendance at the DSS Training Office or Polygraph Institute to include employer, course completion, and other similar data.

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

5 U.S.C. 301, Departmental Regulations; E.O. 9397 (SSN); E.O. 10865; E.O. 10909; DoD Directive 5105.42, Defense Security Service; and DoD Directive 5200.32, Department of Defense Security Institute.

##### PURPOSE(S):

Used by DSS Training Office or Polygraph Institute personnel to prepare class rosters and provide basic administrative information on attendees.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The 'Blanket Routine Uses' published at the beginning of DSS' 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 retained in electronic format on disk and magnetic tape. Some hard copy paper records still exist and are maintained in file folders.

##### RETRIEVABILITY:

Data is retrievable by Social Security Number or by student's name.

##### SAFEGUARDS:

Paper records are maintained in locked security containers accessible to only authorized personnel. Only authorized personnel using assigned system passwords access electronic data.

##### RETENTION AND DISPOSAL:

Electronic and paper records are retained for ten years at which time they are either erased from the system or destroyed by shredding.

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

Director, Training Office, Defense Security Service, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

Director, Department of Defense Polygraph Institute, Building 3195, Fort McClellan, AL 36205-5114.

##### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

##### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

A request for information must contain the full name and Social Security Number of the subject individual.

Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Privacy Act Branch, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

##### CONTESTING RECORD PROCEDURES:

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13: 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

##### RECORD SOURCE CATEGORIES:

The student, his/her employer, and the DSS Training Office or Polygraph Institute.

##### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### V8-02

##### SYSTEM NAME:

Key Contractor Management Personnel Listing (*November 14, 1995, 60 FR 57229*).

##### CHANGES:

\* \* \* \* \*

##### SYSTEM LOCATION:

Delete entry and replace with 'Primary location: Defense Security Service, Operations Center-Baltimore, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

Remote terminals are located at Defense Security Service, Operations Center-Columbus, 3990 East Broad Street, Building 306, Columbus OH 43213-1138, and the Defense Investigative Service, 1340 Braddock Place, Alexandria, VA 22314-1651.'

\* \* \* \* \*

#### V8-02

##### SYSTEM NAME:

Key Contractor Management Personnel Listing.

##### SYSTEM LOCATION:

Primary location: Defense Security Service, Operations Center-Baltimore, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

Remote terminals are located at Defense Security Service, Operations Center-Columbus, 3990 East Broad Street, Building 306, Columbus OH 43213-1138, and the Defense Investigative Service, 1340 Braddock Place, Alexandria, VA 22314-1651.

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

Key management personnel of government contractor facilities which have been issued, now possess, are, or have been in process for a facility clearance.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records may include individual's name, Social Security Number, date of birth, place of birth, citizenship, and date and level of security clearance granted.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

E.O. 12829; E.O. 9397 (SSN); E.O. 10865; E.O. 10909; DoD Directive 5105.42, Defense Security Service; DoD Regulation 5200.2-R, DoD Personnel Security Program; and DoD 5220.22-M, National Industrial Security Program Operating Manual.

**PURPOSE(S):**

Records serve to provide a listing of key management personnel at civilian contractor facilities falling under the National Industrial Security Program for use by the Defense Security Service, Operation Center-Columbus. Information will be used to track, monitor and expedite personnel clearance processing of those personnel who require a security clearance in conjunction with the facility clearance in order to expedite initial facility clearance processing and to assist in maintaining facility clearances in a valid status.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

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

Automated records are maintained in computer disk packs, magnetic tapes and associated data processing files.

**RETRIEVABILITY:**

Records are accessed by Social Security Number or name, or both.

**SAFEGUARDS:**

Specific codes are required to access the automated records.

**RETENTION AND DISPOSAL:**

Records are retained as long as the individual is a key management person at a DoD contractor facility in the National Industrial Security Program, and are destroyed immediately upon notification that the individual no longer occupies such a position. Electronic records are erased or overwritten.

EXCEPTION: Records released in accordance with the Privacy Act or the Freedom of Information Act are retained for two years from date of release.

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

Defense Security Service, Director, Operations Center-Baltimore, 881 Elkridge Landing Road, Linthicum, MD 21090-2902.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief, Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

A request for information must contain the full name and Social Security Number of the subject individual.

Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**RECORD ACCESS PROCEDURE:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

A request for information must contain the full name and Social Security Number of the subject individual.

Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**CONTESTING RECORD PROCEDURES:**

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13; 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**RECORD SOURCE CATEGORIES:**

Reports from civilian contractors participating in the National Industrial Security Program. Business records of civilian contractors participating in the National Industrial Security Program. Federal, state, county and municipal records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**V9-01****SYSTEM NAME:**

Litigation Case Files (*February 22, 1993, 58 FR 10904*).

**CHANGES:**

\* \* \* \* \*

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations and DoD Directive 5105.42, Defense Security Service.'

\* \* \* \* \*

**V9-01****SYSTEM NAME:**

Litigation Case Files.

**SYSTEM LOCATION:**

Defense Security Service, Office of the General Counsel, 1340 Braddock Place, Alexandria, VA 22314-1651.

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

Individuals who have been the subject of adverse actions generated by the agency employee relations process, Merit Systems Protection Board (MSPB) appellants and Equal Employment Opportunity Commission (EEOC) complainants, Freedom of Information Act (FOIA) and Privacy Act litigants, and individuals involved in litigation against DIS or other government agencies.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Legal or factual memoranda, legal briefs, correspondence, decisions, claims, grievances, MSPB, EEO, FOIA and Privacy Act materials.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations and DoD Directive 5105.42, Defense Security Service.

**PURPOSE(S):**

To collect documentation pertinent to litigation, disciplinary matters, and administrative actions concerning the Agency. Information is compiled to support various legal-related activities of the Department of Defense, Department of Justice, the Office of

Personnel Management, or other adjudicative agencies of the U.S. Government as may be necessary or required in the disposition of an individual case.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS:**

**STORAGE:**

Paper records in file folders and electronic records.

**RETRIEVABILITY:**

Alphabetically by surname of individual.

**SAFEGUARDS:**

Records are kept in locked cabinets and are accessible only to authorized personnel.

**RETENTION AND DISPOSAL:**

Records are held 5 years after date of last action, then retired to the Washington National Records Center. They are destroyed when 25 years old.

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

Defense Security Service, Office of the General Counsel, 1340 Braddock Place, Alexandria, VA 22314-1651.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

A request for information must contain the full name and Social Security number of the subject individual.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system should address written inquiries to the Defense Security Service, Privacy Act Office, 1340 Braddock Place, Alexandria, VA 22314-1651.

A request for information must contain the full name and Social

Security number of the subject individual.

Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Privacy Act Office, 1340 Braddock Place, Alexandria, VA 22314-1651.

**CONTESTING RECORD PROCEDURES:**

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13; 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**RECORD SOURCE CATEGORIES:**

Information is provided by DSS field elements, Employee Relations Branch; Director, DSS Office of Affirmative Action and Equal Opportunity Policy; Directorates of Industrial Security and Investigations; Office of the Secretary of Defense; other DoD components.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**V10-01**

**SYSTEM NAME:**

Investigation and Inspection Supplier Contract Files (*February 22, 1993, 58 FR 10904*).

**CHANGES:**

\* \* \* \* \*

**SYSTEM LOCATION:**

Delete entry and replace with 'Primary location: Defense Security Service, Office of the Comptroller, 1340 Braddock Place, Alexandria, VA 22314-1651.

Secondary locations: Defense Security Service Operating Locations (OLs) within the U.S. Specific addresses can be obtained from the Primary location.'

\* \* \* \* \*

**STORAGE:**

Delete entry and replace with 'Paper records in file folders and electronic files on disk and magnetic tapes.'

\* \* \* \* \*

**V10-01**

**SYSTEM NAME:**

Investigation and Inspection Supplier Contract Files.

**SYSTEM LOCATION:**

Primary location: Defense Security Service, Office of the Comptroller, 1340 Braddock Place, Alexandria, VA 22314-1651.

Secondary locations: Defense Security Service Operating Locations (OLs)

within the U.S. Specific addresses can be obtained from the Primary location.

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

Individual contractors who perform personnel security investigations or industrial security inspections on an as-needed basis for the Defense Security Service.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records may contain any or all of the following: Contractor Information Sheet, copies of contracts, Purchase Orders, Request for Payment, Request for Bulk Funds Order, Order for Supplies and Services, Contract Distribution, Public Voucher for Purchases and Services Other than Personal. Operating Location Chiefs and field office supervisors may file other documentation, originals or copies, such as resumes, applications, or DD Forms 398, Personnel Security Questionnaires.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; DoD Directive 5105.42, Defense Security Service (32 CFR part 361); and E.O. 9397 (SSN).

**PURPOSE(S):**

To retain personal identification information provided by individual contract suppliers.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS:**

**STORAGE:**

Paper records in file folders and electronic files on disk and magnetic tapes.

**RETRIEVABILITY:**

Regional and field office copies are filed alphabetically by surname of individual. Acquisition and accounting copies are filed by contract number.

**SAFEGUARDS:**

Records are kept in secured areas accessible only to authorized personnel and electronic records are accessed only

by authorized personnel using assigned system passwords.

**RETENTION AND DISPOSAL:**

Operating Location and field office copies are destroyed upon termination of the contract. Acquisition and accounting copies are destroyed three years after final payment.

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

Defense Security Service, Office of the Comptroller, 1340 Braddock Place, Alexandria, VA 22314-1651.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

A request for information must contain the full name and Social Security number of the subject individual.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Defense Security Service, Privacy Act Office, P.O. Box 1211, Baltimore, MD 21203-1211.

A request for information must contain the full name and Social Security number of the subject individual.

Personal visits will require a valid driver's license or other picture identification and are limited to the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**CONTESTING RECORD PROCEDURES:**

DSS' rules for accessing records, contesting contents, and appealing initial agency determinations are contained in DSS Regulation 01-13; 32 CFR part 321; or may be obtained from the Defense Security Service, Office of FOI and PA, 1340 Braddock Place, Alexandria, VA 22314-1651.

**RECORD SOURCE CATEGORIES:**

Contract supplier who is subject of the file.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 99-21237 Filed 8-16-99; 8:45 am]

BILLING CODE 5001-10-F

**DEPARTMENT OF DEFENSE****Department of the Navy****Notice of Intent To Prepare an Environmental Impact Statement and Overseas Environmental Impact Statement for the San Clemente Island Range Complex**

**AGENCY:** Department of the Navy, DOD.

**ACTION:** Notice.

**SUMMARY:** Pursuant to section 102(2)(c) of the National Environmental Policy Act of 1969 (NEPA) as implemented by the Council on Environmental Quality regulations (40 CFR Parts 1500-1508), and Executive Order 12114 (Environmental Effects Abroad of Major Federal Actions), the Department of the Navy (Navy) announces its intent to prepare an Environmental Impact Statement (EIS)/Overseas Environmental Impact Statement (OEIS) to evaluate the potential environmental effects of enhancing the capabilities and increasing the frequency and scale of training on the San Clemente Island Range Complex (SCIRC).

**DATES:** The meetings will be held September 14-16, 1999, beginning at 6:00 p.m. each day. Additional information concerning meeting times will be available at the San Clemente Island EIS web page located at: <http://www.cnbsd.navy.mil/Facility/sci.htm>.

**ADDRESSES:** The first meeting will be held at Bayside Convention Center, 2575 Stockton Road, Building 623 (the old Base Chapel), Naval Training Center San Diego. The second meeting will be held at Sheraton Los Angeles Harbor Hotel, 601 S. Palos Verdes Street, San Pedro, California. The third meeting will be held at DoubleTree Guest Suites, 34555 Casitas Place, Dana Point, CA. The meetings will be announced in local newspapers.

Written statements and/or questions regarding the scoping process should be mailed no later than October 1, 1999 to: Naval Air Station, North Island, Environmental Department, (Attn: Carrie Anne Downey, San Clemente Island, Environmental Impact Statement Comments) P.O. Box 357088 San Diego, CA 92135-7088. To be most helpful, comments should clearly describe specific issues or topics which the commentator believes the EIS should address.

**FOR FURTHER INFORMATION CONTACT:**

Carrie Anne Downey, Naval Air Station, North Island, Environmental Department, San Clemente Island, P.O. Box 357088 San Diego, CA 92135-7088, telephone (619) 545-3845, FAX (619)

545-3489, e-mail [SCIEIS@CNRSW.NAVY.MIL](mailto:SCIEIS@CNRSW.NAVY.MIL).

**SUPPLEMENTARY INFORMATION:** The SCIRC consists of San Clemente Island (SCI) land, air and sea training ranges and designated operational areas to the south and west of SCI which are controlled by a single command and control system on SCI.

The geographic scope of the EIS/OEIS is the SCIRC. This integrated set of ranges and operational areas covers approximately 2,620 square nautical miles (nm) and is located 68 nm west of San Diego. The command and control system and supporting infrastructure emanate from SCI which is approximately 21 nm (39 km) long and 4 and one-half nm (8.3 km) at its widest point. The SCIRC consists of more than six dozen ranges and operational areas. The extent of these areas range from the ocean floor to an altitude of 80,000 feet. The study area extends from the shore of SCI about 10 nm (18 km) to the north and east and 60 nm (111 km) to the west and south.

San Clemente Island has been operated by Navy as a tactical training range and testing area for over 70 years. Tactical training ranges and operational areas provide space and facilities where U.S. military forces can conduct exercises in a safe, controlled environment. The SCIRC is the cornerstone of tactical training in the Southern California region. The primary purpose of the Complex is to provide readiness training for units and personnel who deploy overseas to meet the national strategy of forward presence and global engagement. Among the evolving needs that precipitated the proposed action are the need for more training in: littoral warfare, including mine counter-measures; electronic warfare; missile firing; operations in the shore bombardment area (SHOBA), amphibious operations; and Naval Special Warfare. Increased need for test and evaluation activities is also anticipated.

The proposed action would enhance the capabilities of the SCIRC to meet current and anticipated fleet training and readiness needs, and support research, development, test and evaluation (RDT&E) activities by: (a) Instrumenting a shallow water extension to the current deep-water range; (b) expanding the scope of amphibious operations to include a battalion size landing; (c) defining land training areas and ranges (TARS); (d) increasing the frequency of training and testing activities currently conducted at SCIRC; (e) reviewing the optimum