

DEPARTMENT OF THE INTERIOR**Minerals Management Service****Privacy Act of 1974; As Amended; Revisions to the Existing System of Records**

AGENCY: Minerals Management Service, Department of the Interior.

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Minerals Management Service (MMS) is issuing public notice of its intent to modify an existing Privacy Act system of records notice, MMS-5, "Telephone/Employee Locator Systems (TELS)." The revision will update the address(s) of the System Location and the System Manager.

EFFECTIVE DATE: 5 U.S.C. 552a(e)(11) requires that the public be provided a 30-day period in which to comment on the intended use of the information in the system of records. The Office of Management and Budget, in its Circular A-130, requires an additional 10-day period (for a total of 40 days) in which to make these comments. Any persons interested in commenting on this revised system of records may do so by submitting comments in writing to the U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, 381 Elden Street, Herndon, Virginia 20170-4817. Comments received within 40 days of publication in the **Federal Register** will be considered. The system will be effective as proposed at the end of the comment period, unless comments addressed are received which would require a contrary determination.

ADDRESSES: Send written comments to U.S. Department of the Interior, Minerals Management Service, ATTN: MMS Privacy Act Officer, MS-2200, Herndon, Virginia 20170-4817.

FOR FURTHER INFORMATION CONTACT: Chief, Support Services Branch, Procurement and Support Services Division, Minerals Management Service, MS-2520, 381 Elden Street, Herndon, Virginia 20170-4817.

SUPPLEMENTARY INFORMATION: The MMS is proposing to amend the system notice for MMS-5, "Telephone/Employee Locator System (TELS)," to more accurately and clearly describe the address(s) of the System Location and the System Manager. The revision reflects a change of address in the Herndon, Virginia, System Manager location.

Accordingly, the MMS proposes to amend the "Telephone/Employee

Locator System (TELS)," MMS-5 in its entirety to read as follows:

Robert E. Brown,

Associate Director for Administration and Budget.

INTERIOR/MMS-5**SYSTEM NAME:**

Telephone/Employee Locator System (TELS)—Interior, MMS-5.

SYSTEM LOCATION:

Procurement and Support Services Division, Minerals Management Service, Mail Stop-2520, 381 Elden Street, Herndon, Virginia, 20170-4817, and Administrative Service Centers.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Minerals Management Service (MMS) employees Service-wide, and contractor personnel.

CATEGORIES OF RECORDS IN THE SYSTEM:

Names of individual employees and contractor employees, social security numbers, grades, office telephone, building codes, room numbers, mail stop codes, tenures, work schedules, organization codes, and home zip codes.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

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

The primary uses of these records are: (1) To prepare MMS telephone directories; (2) ride sharing; (3) to prepare space occupancy reports; (4) to show change in employees position status and location; (5) to monitor telephone inventories. Disclosure outside of the Department may be made: (1) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the Government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purposes for which the records were compiled; (2) of information indicating a violation or potential violation of a statute, regulation, rule, order, or license to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order, or license; (3) to a

congressional office from the record of an individual in response to an inquiry the individual has made to the congressional office; (4) to a Federal Agency which has requested information relevant or necessary to its hiring or retention of an employee or issuance of a security clearance, license, contract, grant, or other benefit; and (5) to Federal, State, or local agencies where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, contract, grant, or other benefit.

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

Maintained in manual and computerized form.

RETRIEVABILITY:

By name or social security number or telephone number

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Retention and disposal is in accordance with Records Management Handbook, MMSM 380.2-H, 401-01.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Support Services Branch, Procurement and Support Services Division, Minerals Management Service, Mail Stop 2520, 381 Elden Street, Herndon, Virginia, 20170-4817.

NOTIFICATION PROCEDURES:

A written and signed request stating that the expense seeks information concerning records pertaining to him or her must be addressed to the System Manager. See CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access should be addressed to the System Manager. See 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

Contact the System Manager. See 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Individuals on whom records are kept.

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