

**CONTESTING RECORD PROCEDURES:**

The Office of the Secretary of Defense (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:**

Individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF DEFENSE****Office of the Secretary**

[Docket ID: DoD-2008-OS-0104]

**Privacy Act of 1974; System of Records**

**AGENCY:** Office of the Secretary of Defense, DoD.

**ACTION:** Notice to add a system of records.

**SUMMARY:** The Office of the Secretary of Defense proposes to add a system of records to its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

**DATES:** This proposed action would be effective without further notice on October 14, 2008, unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to Chief, OSD/JS Privacy Office, Freedom of Information Directorate, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

**FOR FURTHER INFORMATION CONTACT:** Ms. Cindy Allard at (703) 588-6830.

**SUPPLEMENTARY INFORMATION:** The Office of the Secretary of Defense 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 system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on September 2, 2008, to the House Committee on Oversight and Government Reform, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, 'Federal Agency Responsibilities for Maintaining Records About Individuals,' dated February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated: September 3, 2008.

**Patricia L. Toppings,**

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

**DHRA 07****SYSTEM NAME:**

National Language Service Corps Pilot Records.

**SYSTEM LOCATION:**

National Security Education Program, 1101 Wilson Blvd, Suite 1210, Arlington VA 22209-2248.

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

Individuals who participate in the National Language Service Corps pilot program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individual's name, date of birth, foreign language(s) spoken, foreign language proficiency levels, English proficiency levels, home address, city, state, e-mail address, telephone number, and education level.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 131, Office of the Secretary of Defense; DoD Directive 5124.2, Under Secretary of Defense for Personnel and Readiness; and 50 U.S.C. 403-1b (note), War and National Defense.

**PURPOSE(S):**

To allow U.S. citizens with language and special skills to self-identify these skills for the purpose of temporary employment on an intermittent work schedule or service opportunities in the Federal or State government during periods of national need or emergency. The information will be used to identify and contact NLSC Charter Members in times of need.

**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 federal government agencies requesting emergency language support to facilitate U.S. efforts on the war on terrorism or in furtherance of national security objectives.

The DoD 'Blanket Routine Uses' set forth at the beginning of OSD'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 and electronic storage media.

**RETRIEVABILITY:**

By individual's name or home address.

**SAFEGUARDS:**

Access to personal information is restricted to NLSC employees who require the records in the performance of their official duties. Access to personal information is further restricted by the use of passwords that are changed periodically. Physical entry is restricted by the use of locks, guards at the facility hosting the web portal, and administrative procedures.

**RETENTION AND DISPOSAL:**

Disposition pending (until the National Archives and Records Administration have approved the retention and disposition of these records): treat records as permanent.

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

Director, National Security Education Program, 1101 Wilson Blvd, Suite 1210, Arlington, VA 22209-2248.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the OSD/JS FOIA Requester Service Center, Office of Freedom of Information, 1155 Defense Pentagon, Washington, DC 20301-1155.

Written requests should contain the full name, current home address, and signature, along with the ID number of this system of record notice.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the OSD/JS FOIA Requester Service Center, Office of Freedom of Information, 1155 Defense Pentagon, Washington, DC 20301-1155.

Written requests should contain the full name, current home address, and signature, along with the ID number of this system of record notice.

**CONTESTING RECORD PROCEDURES:**

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

**RECORD SOURCE CATEGORIES:**

Individuals.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF DEFENSE****Office of the Secretary**

[Docket ID: DoD-2008-OS-0105]

**Privacy Act of 1974; System of Records**

**AGENCY:** Office of the Secretary, DoD.

**ACTION:** Notice to amend a system of records notice.

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

**DATES:** This proposed action will be effective without further notice on October 14, 2008 unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to the Privacy Act Officer, Office of Freedom of Information, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Cindy Allard at (703) 588-2386.

**SUPPLEMENTARY INFORMATION:** The Office of the Secretary of Defense systems of records notices subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

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

Dated: September 3, 2008.

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

**DWHS P27****SYSTEM NAME:**

Department of Defense (DOD)  
Pentagon Building Pass File (December 29, 2005, 70 FR 77152).

**CHANGES:****SYSTEM IDENTIFICATION:**

Delete entry and replace with  
“DPFPA 01.”

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**DPFPA 01****SYSTEM NAME:**

Department of Defense (DOD)  
Pentagon Building Pass File.

**SYSTEM LOCATION:**

Pentagon Force Protection Agency,  
Security Services Directorate, Pentagon  
Access Control Division, 9000 Defense  
Pentagon, Washington, DC 20301-9000.

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

Any Department of Defense military or civilian employee sponsored by the Department of Defense, or other persons who have reason to enter the Pentagon for official Department of Defense business, and who therefore require an entry pass.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains name, sponsoring office of the Department of Defense and activities serviced by Washington Headquarters Services (WHS), sex, height, weight, date, place of birth, Social Security Number (SSN), race, citizenship, and access investigation completion date, access level, previous pass issuances, authenticating official, total personnel from all sites, and audit counts.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; DoD 5105.68, Pentagon Force Protection Agency; and E.O. 9397 (SSN).

**PURPOSE(S):**

To maintain a listing of personnel who are authorized a DoD Pentagon Building Pass or access to the Pentagon.

**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 OSD’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 and electronic storage media.

**RETRIEVABILITY:**

By individual’s name, Social Security Number (SSN) and pass number.

**SAFEGUARDS:**

Records are maintained in secure, limited access, or monitored areas. Database is monitored and access is password protected. Physical entry by unauthorized persons is restricted through the use of locks, guards, passwords, or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties.

**RETENTION AND DISPOSAL:**

Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials. Destroy credentials 3 months after return to issuing office. Destroyed by burning.

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

Pentagon Force Protection Agency,  
Security Services, Security Services  
Directorate, Pentagon Access Control  
Division, Room 1F1084, 9000 Defense  
Pentagon, Washington, DC 20301-9000.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to Pentagon Force Protection Agency, Security Services, Security Services Directorate, Pentagon Access Control Division, Room 1F1084, 9000 Defense Pentagon, Washington, DC 20301-9000.

Written requests should contain the full name, Social Security Number (SSN), date of birth, and current address and telephone number of the individual.

Individuals should provide the name and number of this system of records notice so that your request can be tasked to the appropriate OSD/JS office.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to OSD/JS ROIA Requester Service Center, Office of the Freedom of Information, Washington Headquarters, 1155 Defense Pentagon, Washington, DC 20301-1155.