

The purpose of this meeting is to discuss topics relevant to SSBN security. The entire agenda will consist of classified information that is specifically authorized by Executive order to be kept secret in the interest of national defense and is properly classified pursuant to such Executive order. Accordingly, the Under Secretary of the Navy has determined in writing that all sessions of the meeting shall be closed to the public because they concern matters listed in 552b(c)(1) of title 5, United States Code.

FOR FURTHER INFORMATION CONCERNING THIS MEETING: Contact LCDR J.D. Skufca, 2000 Navy Pentagon, Room 4D534, Washington, DC 20350-2000, telephone number (703) 693-7248.

Dated: April 10, 1997.

D.E. Koenig, Jr.,

LCDR, JAGC, USN, Federal Register Liaison Officer.

[FR Doc. 97-10619 Filed 4-23-97; 8:45 am]

BILLING CODE 3810-FF-P

DEPARTMENT OF DEFENSE

Department of the Navy

Privacy Act of 1974; System of Records Notice

AGENCY: Department of the Navy, DOD.

ACTION: Amend record systems.

SUMMARY: The Department of the Navy proposes to amend six systems of records notices in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The amendments will be effective on May 27, 1997, unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the Department of the Navy, PA/FOIA Policy Branch, Chief of Naval Operations (N09B30), 2000 Navy Pentagon, Washington, DC 20350-2000. **FOR FURTHER INFORMATION CONTACT:** Mrs. Doris Lama at (202) 685-6545 or DSN 325-6545.

SUPPLEMENTARY INFORMATION: The Department of the Navy's record system notices for records systems 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 Department of the Navy proposes to amend six systems of records notice in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The changes to the system of records 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 new or altered systems reports. The record systems being amended are set forth below, as amended, published in their entirety.

Dated: April 18, 1997.

L. M. Bynum,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

N01070-8

SYSTEM NAME:

Correction Board Case Files System
(March 2, 1994, 59 FR 9967).

CHANGES:

SYSTEM IDENTIFIER:

Replace entry with 'N01000-1'.

* * * * *

SYSTEM LOCATION:

Delete first paragraph and replace with 'Primary location: Board for Correction of Naval Records, Room 2432, 2 Navy Annex, Washington, DC 20370-5100.'

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PURPOSE:

Delete paragraphs 2 and 3 and replace with 'To officials and employees of the Bureau of Medicine and Surgery, the Naval Council of Personnel Boards, and the Office of Naval Disability Evaluation for the purpose of obtaining advisory opinions on medical matters.'

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N01000-1

SYSTEM NAME:

Correction Board Case Files System.

SYSTEM LOCATION:

Primary location: Board for Correction of Naval Records, Room 2432, 2 Navy Annex, Washington, DC 20370-5100

Decentralized segments located in the Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5001

Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-0001; and, the individual military personnel record of the service member concerned.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any member or former member of the U.S. Navy or Marine Corps who has applied for the correction of his/her naval record.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of file cards with basic information and computer records derived therefrom, case files containing records of board proceedings, material

submitted for correction and supporting documentation, correspondence and transcripts of board formal hearings. The basic case information and computer records derived therefrom include the following: Rank; Social Security Number/service number; docket number; date application received; subject category; subject category description; examiner's initials; date examiner assigned; branch of service; board decision; date of board decision; date decision promised if interested members of Congress; date case forwarded to the Secretary of the Navy; lineal number of officer applicant; officer designated; date officer case forwarded to Bureau of Naval Personnel/Commandant of the Marine Corps; date officer case returned from Bureau of Naval Personnel/Commandant of the Marine Corps; date advisory opinion requested; identity of advisor's organization; date advisory opinion received; date service record ordered; date medical record ordered; date court-martial record ordered; date confinement record order; date Navy Discharge Review Board record ordered; date other record ordered; date service record received; date medical record received; date court-martial record received; date Navy Discharge Review Board record received; date other record received; number of Navy applications received; number of Marine Corps applications received; total number of Navy and Marine Corps applications received; percent of total to grand total; total number of Navy discharge cases; total number Marine Corps discharge cases; Navy grant count; Navy deny count; Navy modify count; Marine grant; Marine deny count; Marine modify count.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 1552; 32 CFR part 723; and E.O. 9397 (SSN).

PURPOSE(S):

To review applicant's Naval record to determine the existence of alleged error or injustice and to recommend appropriate corrective action when warranted - to report its findings, conclusions and recommendations to the Secretary of the Navy in appropriate cases - to respond to inquiries from applicants, their counsel, and members of Congress.

To officials and employees of the Bureau of Medicine and Surgery, the Naval Council of Personnel Boards, and the Office of Naval Disability Evaluation for the purpose of obtaining advisory opinions on medical matters.

To provide officials and employees of HQ, U.S. Marine Corps with advisory opinions in cases involving present and former Marine Corps personnel - to correct records of present and former Marine Corps personnel in accordance with approved correction Board decisions.

To officials and employees of the Litigation Division, NJAG, to prepare legal briefs and answers to complaints against the Department of the Navy.

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

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

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

Manual and computerized records.

RETRIEVABILITY:

Last name of the applicant and cross-filed by docket number and Social Security Number.

SAFEGUARDS:

Access to building is protected by uniformed security officers requiring positive identification; for admission after hours, records are maintained in areas accessible only to authorized personnel. Computer systems are password protected.

RETENTION AND DISPOSAL:

Permanent. After three years, records are retired to the Washington National Records Center, Suitland, MD.

SYSTEM MANAGER(S) AND ADDRESS:

Executive Director, Board for Correction of Naval Records, Room 2432, 2 Navy Annex, Washington, DC 20370-5100..

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Executive Director, Board for Correction of Naval Records, Room 2432, 2 Navy Annex, Washington, DC 20370-5100.

Individual should provide full name, and Social Security Numbers or service numbers. Visitors should be able to

provide proper identity, such as a drivers license. Written requests must be signed by a requester or his/her legal representative.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Executive Director, Board for Correction of Naval Records, Room 2432, 2 Navy Annex, Washington, DC 20370-5100.

Individual should provide name, military status, branch of service and Social Security Number. Current address and telephone numbers should be included. Personal visits may be made only to the Board for Correction of Naval Records, Arlington Annex, Columbia Pike and Southgate Road, Arlington, VA. For personal visits, identification will be required.

CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

All official Naval records, Department of Veterans Affairs and police and law enforcement records.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

N01211-1

SYSTEM NAME:

Naval Technology Mobilization Personnel Data (*February 22, 1993, 58 FR 10711*).

CHANGES:

SYSTEM IDENTIFIER:

Delete entry and replace with 'N01000-4'.

SYSTEM NAME:

Delete entry and replace with 'Program 38 Science and Technology Personnel Skills.'

SYSTEM LOCATION:

Delete entry and replace with 'Office of Naval Research, 800 North Quincy Street, Arlington, VA 22217-5660.

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N01000-4

SYSTEM NAME:

Program 38 Science and Technology Personnel Skills.

SYSTEM LOCATION:

Office of Naval Research, 800 North Quincy Street, Arlington, VA 22217-5660.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Research reserve personnel, officer and enlisted.

CATEGORIES OF RECORDS IN THE SYSTEM:

Military identification information, including Naval Officer Billet Codes, plus professional qualifications information, including education and occupation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

PURPOSE(S):

To effectively manage the Office of Naval Research headquarters reserve unit. These records are used to maintain the unit's mobilization readiness.

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

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

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records apply to this system.

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

STORAGE:

Paper records kept in a folder and stored in a file cabinet.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Records kept in controlled access building; in a file cabinet under control of authorized personnel; and the office space in which the cabinet is located is locked outside official working hours.

RETENTION AND DISPOSAL:

Physically destroyed annually and updated on an annual basis.

SYSTEM MANAGER(S) AND ADDRESS:

Reserve Coordinator, Code 09R, Office of Naval Research, Ballston Centre, Tower One, 800 North Quincy Street, Arlington, VA 22217-5660.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains

information about themselves should address written inquiries to the Reserve Coordinator, Code 09R, Office of Naval Research, Ballston Centre, Tower One, 800 North Quincy Street, Arlington, VA 22217-5660.

Requests should contain full name, rank, and Social Security Number. Personal visits may be made to the same address. Visitors must be prepared to show Naval Research I.D. Card.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Reserve Coordinator, Code 09R, Office of Naval Research, Ballston Centre, Tower One, 800 North Quincy Street, Arlington, VA 22217-5660.

Requests should contain full name, rank, and Social Security Number. Personal visits may be made to the same address. Visitors must be prepared to show Naval Research I.D. Card.

CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Provided by individual upon first reporting to reserve unit.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

N01754-1

SYSTEM NAME:

Navy Family Support Program
(August 17, 1995, 60 FR 42852).

CHANGES:

* * * * *

SYSTEM NAME:

Delete entry and replace with 'Navy Family Support Clinical Counseling Records.'

SYSTEM LOCATION:

Delete entry and replace with 'Navy Family Service Centers, Navy Family Advocacy Centers/Departments located at various Navy and Marine Corps activities. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.'

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

In line six, after the word 'DOD' insert 'overseas'.

CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with 'Clinical Counseling Records and/or Family in Need of Services (FINS) Counseling Records. File could contain personal information such as name, Social Security Number, case number, home address, telephone number, counseling information, parent-child relationship information, family relations, financial data, developmental disability information, and Quality of Life Management Information System (QOLMIS-66).'

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PURPOSE:

Delete entry and replace with 'To offer information, conduct referral services, and directly deliver services for a wide array of personal and family matters, counseling, assistance and crisis intervention to those eligible.'

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STORAGE:

Delete entry and replace with 'Paper and automated records.'

RETRIEVABILITY:

Delete entry and replace with 'Name and FSC/Family Advocacy Program generated number.'

SAFEGUARDS:

Delete entry and replace with 'Access is limited to professional FSC/Family Advocacy Program staff and as delegated by the FSC/Family Advocacy Program Director at each location on a need-to-know basis. Paper records are stored in locked file cabinets. Automated records may be controlled by limiting physical access to data entry terminals or use of passwords. Access to computer information, and tape and disc storage, is strictly controlled. Work areas are sought-controlled during normal working hours. Building access is controlled and doors are locked during non-duty hours.'

RETENTION AND DISPOSAL:

Delete entry and replace with 'Paper records are retained for two years and then destroyed. Automated records are maintained for five years, then tapes/discs are erased.'

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RECORD SOURCE CATEGORIES:

Add '/Family Advocacy Program' after 'FSC'.

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N01754-1

SYSTEM NAME:

Navy Family Support Clinical Counseling Records.

SYSTEM LOCATION:

Navy Family Service Centers, Navy Family Advocacy Centers/Departments located at various Navy and Marine Corps activities. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military service members and their dependents, retirees and their dependents, and spouses of POW's and MIA's and their eligible dependents. In certain overseas locations and certain remote CONUS locations, civilian DOD overseas employees may be eligible for services.

CATEGORIES OF RECORDS IN THE SYSTEM:

Clinical Counseling Records and/or Family in Need of Services (FINS) Counseling Records. File could contain personal information such as name, Social Security Number, case number, home address, telephone number, marriage counseling information, parent-child relationship information, family relations, financial data, developmental disability information, and Quality of Life Management Information System (QOLMIS-66).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

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

PURPOSE(S):

The Family Service Centers (FSC) offer information, conduct referral services, and directly deliver services for a wide array of personal and family matters, counseling, assistance and crisis intervention to those eligible.

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

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

The 'Blanket Routine Uses' that appear at the beginning of the Navy'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 and automated records.

RETRIEVABILITY:

Name and FSC/Family Advocacy Program generated number.

SAFEGUARDS:

Access is limited to professional FSC staff and as delegated by the FSC Director at each location on a need-to-know basis. Paper records are stored in locked file cabinets. Automated records may be controlled by limiting physical access to data entry terminals or use of passwords. Access to computer information, and tape and disc storage, is strictly controlled. Work areas are sought-controlled during normal working hours. Building access is controlled and doors are locked during non-duty hours.

RETENTION AND DISPOSAL:

Paper records are retained for two years and then destroyed. Automated records are maintained for five years, then tapes/discs are erased.

SYSTEM MANAGER(S) AND ADDRESS:

For FSC Records: Navy Family Service Center Support Branch (Pers-660), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-6600, and Commandant of the Marine Corps (MHF), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-0001.

For FINS Records: Family Advocacy Branch (Pers-661), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-6610.

NOTIFICATION PROCEDURE:

Navy individuals seeking to determine whether information about themselves is contained in this system should address written inquiries for FSC files to the Navy Family Service Center Support Branch (Pers-660), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-6600.

Marine Corps individuals seeking to determine whether information about themselves is contained in this system should address written inquiries for FSC files to the Commandant of the Marine Corps (MHF), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-0001.

Navy individuals seeking to determine whether information about themselves is contained in this system should address written inquiries for Family Advocacy Program files to the Family Advocacy Branch (Pers-661), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-6610.

Individuals should provide proof of identity, full name, rank, Social Security Number, dates of counseling, etc.

RECORD ACCESS PROCEDURES:

Navy individuals seeking access to information about themselves contained in this system should address written

inquiries for FSC files to the Navy Family Service Center Support Branch (Pers-660), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-6600.

Marine Corps individuals seeking access to information about themselves contained in this system should address written inquiries for FSC files to the Commandant of the Marine Corps (MHF), Headquarters, U.S. Marine Corps, 2 Navy Annex, Washington, DC 20380-0001.

Navy individuals seeking access to information about themselves contained in this system should address written inquiries for Family Advocacy Program files to the Family Advocacy Branch (Pers-661), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-6610.

Individuals should provide proof of identity, full name, rank, Social Security Number, dates of counseling, etc.

CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is normally obtained directly from the individual applying for counseling/assistance, however, there may be instances when the FSC/Family Advocacy Program counselor obtains information from mental health officials.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

N01754-2**SYSTEM NAME:**

Navy/USMC Family Service Centers Volunteers (*February 22, 1993, 58 FR 10723*).

CHANGES:

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RETENTION AND DISPOSAL:

In line one, delete '15' and replace with '3.'

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N01754-2**SYSTEM NAME:**

Navy/USMC Family Service Centers Volunteers.

SYSTEM LOCATION:

Navy Family Service Centers located at various Naval and Marine Corps activities. Official mailing addresses are

published as an appendix to the Navy's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any person who volunteers to assist at one of the Navy/USMC Family Service Centers (FSC).

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains information such as name, home address, home telephone number, date of birth, age and number of children, experience, education, professional qualifications, interests, hobbies, assignments at the FSC, and any other information essential for placing the volunteer in the most appropriate position at the FSC.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations and 10 U.S.C. 1588.

PURPOSE(S):

To supervise the performance of individuals who have volunteered to assist in the Navy and Marine Corps Family Service Center Program.

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

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

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system.

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

Paper records in file folders.

RETRIEVABILITY:

By name or skill of volunteer.

SAFEGUARDS:

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Building/rooms locked outside regular working hours.

RETENTION AND DISPOSAL:

Records are retained for 3 years from the date the individual departs from the Center, and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Service Member and Family Support Branch (PERS 661), Bureau of Naval Personnel, 2 Navy Annex, Washington, DC 20370-5661.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Naval or Marine Corps activity concerned. Individuals should provide proof of identity, full name, dates of volunteer service, etc.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Naval or Marine Corps activity concerned. Individuals should provide proof of identity, full name, dates of volunteer service, etc.

CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is obtained and periodically updated directly from the volunteer FSC employee.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

N05861-1

SYSTEM NAME:

Private Relief Legislation (*February 22, 1993, 58 FR 10784*).

CHANGES:

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PURPOSE(S):

Delete entry and replace with 'To prepare the Department of the Navy's position to Congress concerning proposed private relief legislation.'

* * * * *

RETENTION AND DISPOSAL:

Delete entry and replace with 'Permanent. Retained on-site for at least 4 years or as long as the legislation is active. After 4 years, records are transferred to the Washington Federal Records Center Suitland, GSA Accession Section, Washington, DC 20409.'

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N05861-1

SYSTEM NAME:

Private Relief Legislation.

SYSTEM LOCATION:

Office of Legislative Affairs, Department of the Navy, 2000 Navy Pentagon, Washington, DC 20350-2000.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals concerning whom private legislation is introduced in the U.S. Congress.

CATEGORIES OF RECORDS IN THE SYSTEM:

Letters to Congressional Committees, expressing the views of the department concerning the legislation and records necessary to prepare the letters.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations.

PURPOSE(S):

To prepare the Department of the Navy's position to Congress concerning proposed private relief legislation.

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 members of Congress to provide the Navy position on proposed legislation.

To officials and employees of the Office of Management and Budget to clear the Navy position on proposed legislation.

To other executive agencies who would have an interest in the Navy's position on the proposed legislation and/or the Navy's position would impact on that agency.

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

File folders.

RETRIEVABILITY:

Name.

SAFEGUARDS:

Access generally limited to personnel of the Office of Legislative Affairs. Stored in a locked office.

RETENTION AND DISPOSAL:

Permanent. Retained on-site for at least 4 years or as long as the legislation is active. After 4 years, records are transferred to the Washington Federal Records Center Suitland, GSA Accession Section, Washington, DC 20409.

SYSTEM MANAGER(S) AND ADDRESS:

Chief of Legislative Affairs, Department of the Navy, 2000 Navy Pentagon, Washington, DC 20350-2000.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief of Legislative Affairs, Department of the Navy, 2000 Navy Pentagon, Washington, DC 20350-2000.

Individual should provide full name, term and session of Congress when bill introduced, bill number, sponsor of bill (if available); driver's license or similar substitute.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Chief of Legislative Affairs, Department of the Navy, 2000 Navy Pentagon, Washington, DC 20350-2000.

Individual should provide full name, term and session of Congress when bill introduced, bill number, sponsor of bill (if available); driver's license or similar substitute.

CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Member of Congress; individual about whom file is maintained and individuals from whom he solicits information; other Navy, Marine Corps, and DOD components; OMB; and other interested executive agencies.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

N05870-1

SYSTEM NAME:

Patent, Invention, Trademark, Copyright, Royalty, and License Files (*February 22, 1993, 58 FR 10785*).

CHANGES:

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SYSTEM NAME:

Delete entry and replace with 'Intellectual Property Files.'

SYSTEM LOCATION:

Delete entry and replace with 'Central System: Office of Naval Research, 800 North Quincy Street, Arlington, VA

22217-5660. Duplicate portions of records can be retained at various Navy offices of counsel.'

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Permanent. Transfer to Washington National Records Center when 4 years old. Offer to the National Archives and Records Administration when 20 years old.'

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N05870-1

SYSTEM NAME:

Intellectual Property Files.

SYSTEM LOCATION:

Central System: Office of Naval Research, 800 North Quincy Street, Arlington, VA 22217-5660. Duplicate portions of records can be retained at various Navy offices of counsel.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Inventors and patent owners of inventions in which Government has an interest or which Department of the Navy has evaluated; copyright owners of works in which Government has an interest; claimants or parties in administrative proceedings or litigation with the Government involving patents, copyrights or trademarks and licensees of Government owned inventions in the custody of the Secretary of the Navy.

CATEGORIES OF RECORDS IN THE SYSTEM:

Invention disclosures; disposition of rights in inventions of Government employees; patent applications and patented files; patent licenses and assignments; patent secrecy orders; copyright licenses and assignments; patent and copyright royalty matters; administrative claims and litigation with the Government involving patents, copyrights and trademarks including private relief legislation involving these matters; and documents and correspondence relating to the foregoing.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 5022.

PURPOSE(S):

Used by Navy patent personnel to determine rights of the Government and employees in employee inventions; to file and prosecute patent applications; to publish invention disclosures for public information and defensive purposes; to provide evidence and record of Government interest in or under patents or applications for patents; to provide evidence and record

or patent and copyright licensing and assignment; to determine action or recommended action regarding disposition of claims or litigation; to recommend Government employee incentive awards; and to license inventions. Used by other Navy/Marine Corps commands to determine Government interest in inventions; to permit utilization of inventions; and to support employee incentive awards.

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 officials and employees of the U.S. Patent and Trademark Office to determine respective rights of the Government and employee-inventors and to evidence legal interests in patent and copyright licenses and assignments; and for the prosecution of patent applications.

To the Commissioner of Patents and Trademarks to administer patent secrecy responsibilities.

To appropriate foreign government offices for prosecution of patent applications.

To officials and employees of the U.S. Copyright Office to evidence legal interests in patent and copyright licenses and assignments.

To the National Technical Information Service for publication of inventions available for licensing; non-governmental personnel (including contractors and prospective contractors) having an identified interest in particular inventions and Government rights therein, in infringement of particular patents or copyrights, or in allowance of royalties of contracts.

To the Congress in the form of reports on particular bills for private relief and reports of action on Congressional and constituent requests.

To government agencies involved in claims or litigation, including the Department of Justice, who have access to prosecute and defend cases.

To all government agencies who have access to license records.

To parties involved in particular licensing arrangements who have access to specific files involved.

The 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records also 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 card files and electronic computer memory.

RETRIEVABILITY:

Subject matter; Navy invention case number; name of inventor, patentee, copyright owner, claimant or correspondent.

SAFEGUARDS:

Maintained in safes and file cabinets in controlled spaces accessible only by authorized personnel who are properly instructed in the permissible use of the information and on computer memory accessible only by authorized personnel in the Office of Counsel.

RETENTION AND DISPOSAL:

Permanent. Transferred to Washington National Records Center when 4 years old. Offered to the National Archives and Records Administration when 20 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Counsel, Code OOC, Office of Naval Research, Arlington, VA 22217-5660.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Counsel, Code OOC, Office of Naval Research, Arlington, VA 22217-5660.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Counsel, Code OOC, Office of Naval Research, Arlington, VA 22217-5660.

CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information obtained from individual inventor, patent or copyright owner, claimant, licensor or licensee, or from U.S. Patent and Trademark Office, or from U.S. Copyright Office.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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