

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 proposed deletions 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: December 8, 1998.

**L.M. Bynum,**

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

## DELETIONS

### DOSIA 01

#### SYSTEM NAME:

OSIA Treaty Inspection Information Management System (July 18, 1996, 61 FR 37447).

Reason: The On-Site Inspection Agency (OSIA) was disestablished on October 1, 1998. This system of records and its notice are being transferred to the Defense Threat Reduction Agency. The notice will be identified as HDTRA 019, entitled 'Treaty Inspection Manpower Management System.'

### DUSDA 05

#### SYSTEM NAME:

Human Radiation Research Review (August 1, 1996, 61 FR 40201).

Reason: The On-Site Inspection Agency (OSIA) was disestablished on October 1, 1998. This system of records and its notice are being transferred to the Defense Threat Reduction Agency. The notice will be identified as HDTRA 020, entitled 'Human Radiation Research Review.'

[FR Doc. 98-33041 Filed 12-11-98; 8:45 am]

BILLING CODE 5000-04-F

## DEPARTMENT OF DEFENSE

### Defense Threat Reduction Agency

#### Privacy Act of 1974; System of Records

**AGENCY:** Defense Threat Reduction Agency, DoD.

**ACTION:** Privacy Act systems of records, republication.

**SUMMARY:** On October 1, 1998, the Defense Threat Reduction Agency was formed by the consolidation of selected elements of the Office of the Secretary of Defense Staff and the Defense Special Weapons Agency. As a result of this consolidation, two former Office of the Secretary of Defense Privacy Act systems of records notices (DOSIA 01, entitled OSIA Treaty Inspection

Manpower Management System (July 18, 1996, 61 FR 37447) and DUSDA 05, entitled Human Radiation Research Review (August 1, 1996, 61 FR 40201)) were transferred to the Defense Threat Reduction Agency.

In addition, existing Defense Threat Reduction Agency notices are being republished to reflect name and administrative changes made to the notices because of the consolidation.

**DATES:** This proposed action will be effective without further notice on January 13, 1999, unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**FOR FURTHER INFORMATION CONTACT:** Ms. Sandy Barker at (703) 810-4561.

**SUPPLEMENTARY INFORMATION:** The Defense Threat Reduction Agency 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 proposed administrative 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: December 8, 1998.

**L.M. Bynum,**

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

#### DEFENSE THREAT REDUCTION AGENCY

#### REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

#### BLANKET ROUTINE USES

Certain 'blanket routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy.

## LAW ENFORCEMENT ROUTINE USE

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## DISCLOSURE WHEN REQUESTING INFORMATION ROUTINE USE

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## DISCLOSURE OF REQUESTED INFORMATION ROUTINE USE

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## CONGRESSIONAL INQUIRIES ROUTINE USE

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

## PRIVATE RELIEF LEGISLATION ROUTINE USE

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private

relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

#### **DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS ROUTINE USE**

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

#### **DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES ROUTINE USE**

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Number 76-07.

#### **DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT ROUTINE USE**

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

#### **DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION ROUTINE USE**

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

#### **DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS ROUTINE USE**

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

#### **DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION ROUTINE USE**

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

#### **DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ROUTINE USE**

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

#### **DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD ROUTINE USE**

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DOD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

#### **COUNTERINTELLIGENCE PURPOSES ROUTINE USE**

A record from a system of records maintained by this component may be disclosed as a routine use outside the DOD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

#### **HDTRA 001**

##### **SYSTEM NAME:**

Employee Assistance Program.

##### **SYSTEM LOCATION:**

Office of Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Civilian Personnel Office, Building 20203A, Kirtland Air Force Base, Albuquerque, NM 87115-5000.

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

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

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

Case records on employees which are maintained by counselors, supervisors, and civilian personnel offices, that consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, or emotional problems (referrals only).

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

The Drug Abuse Prevention, Treatment, and Rehabilitation Act, as amended; Employee Assistance Program, 42 CFR Chapter I, Subchapter A; 5 U.S.C. 7904 and E.O. 9397 (SSN).

##### **PURPOSE(S):**

For use by the Drug and Alcohol Abuse Coordinator in referring individuals for counseling and by management officials for follow-up 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 42 U.S.C. 290dd-2, the DTRA "Blanket

Routine Uses" do not apply to this system of records.

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

To medical personnel to the extent necessary to meet a bona fide medical emergency.

To qualified personnel for the purpose of conducting scientific research, management audits, financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit, or evaluation, or otherwise disclose patient identities in any manner; and

If authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefor.

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

**STORAGE:**

Case records are stored in paper file folders.

**RETRIEVABILITY:**

Retrieved by the individuals Social Security Number.

**SAFEGUARDS:**

Buildings are protected by security guards and an intrusion alarm system. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

**RETENTION AND DISPOSAL:**

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

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

Chief, Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The letter should contain the full name, Social Security Number, and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**RECORD ACCESS PROCEDURE:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The letter should contain the full name, Social Security Number, and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 002**

**SYSTEM NAME:**

Employee Relations.

**SYSTEM LOCATION:**

Office of Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Civilian Personnel Office, Building 20203A, Kirtland Air Force Base, Albuquerque, NM 87115-5000.

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

Civilian employees and former employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom suitability, discipline, grievance, and appeal records exist.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Documents and information pertaining to discipline, grievances, and appeals.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 1302, 3301, 3302, 7301; E.O. 11557; E.O. 11491; E.O. 12564 and E.O. 9397 (SSN).

**PURPOSE(S):**

For use by agency officials and employees in the performance of their

official duties related to management of civilian employees and the processing, administration and adjudication of discipline, grievances, suitability and appeals.

**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:

Appeals examiners of the Merit Systems Protection Board to adjudicate appeals.

The Comptroller General or his authorized representatives and the Attorney General of the United States or his authorized representatives in connection with grievances, disciplinary actions, suitability, and appeals, and to Federal Labor Relations officials in the performance of official duties.

The 'Blanket Routine Uses' published at the beginning of DTRA's compilation of system 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 stored in paper folders.

**RETRIEVABILITY:**

Records at Defense Threat Reduction Agency are retrieved alphabetically by last name of individual. Records at Kirtland Air Force Base are filed by Social Security Number.

**SAFEGUARDS:**

Buildings are protected by security guards and an intrusion alarm system. Records are maintained in locked security containers in a locked room accessible only to personnel who are properly screened, cleared and trained.

**RETENTION AND DISPOSAL:**

Records are destroyed upon separation of the employee from the agency or in accordance with appropriate records disposal schedules.

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

Chief, Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records

should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

#### CONTESTING RECORD PROCEDURES:

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

#### RECORD SOURCE CATEGORIES:

Supervisors or other appointed officials designated for this purpose.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### HDTRA 004

#### SYSTEM NAME:

Nuclear Weapons Accident Exercise Personnel Radiation Exposure Records.

#### SYSTEM LOCATION:

Defense Nuclear Weapons School, Defense Threat Reduction Agency, 1900 Wyoming Boulevard, SE, Kirtland Air Force Base, Albuquerque, NM 87117-5669.

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

Military and civilian employees of the Department of Defense and other federal, state, and local government agencies, contractor personnel, and visitors from foreign countries, who participated in planned exercises.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Name; Social Security Number; date of birth; service; grade/rank; specialty code; job series or profession; experience with radioactive materials such as classification as 'radiation worker;' use of film badge or other

dosimetric device; respiratory protection equipment; training and actual work in anti-contamination clothing and respirators; awareness of radiation risks associated with exercises; previous radiation exposure; role in exercise; employer/organization mailing address and telephone; unit responsible for individuals radiation exposure records; time in exercise radiological control area; and external and internal radiation monitoring and/or dosimetry results.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

42 U.S.C. 2013 and 2201 (Atomic Energy Act of 1954) and 10 CFR parts 10 and 20; 5 U.S.C. 7902 and 84 Stat. 1599 (Occupational Safety and Health Act of 1970) and 29 CFR subparts 1910.20 and 1910.96; E.O. 12196, as amended, February 26, 1980, (Occupational Safety and Health Programs for Federal Employees); and E.O. 9397 (SSN).

#### PURPOSE(S):

For use by agency officials and employees in determining and evaluating individual and exercise collective radiation doses and in reporting dosimetry results to individuals.

#### 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:

Officials and employees of other government agencies, authorized government contractors, current or potential employers, national, state and local government organizations and foreign governments in the performance of official duties related to evaluating, reporting and documenting radiation dosimetry data.

Officials of government investigatory agencies in the performance of official duties relating to enforcement of Federal rules and regulations.

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

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

#### STORAGE:

Records are stored on computer printouts and in paper files folders.

#### RETRIEVABILITY:

Records may be retrieved by names, Social Security Number, service or organization, grade/rank, dosimeter number, or date and place of participation.

#### SAFEGUARDS:

Records and computer printouts are available only to authorized persons with an official need to know. The files are in a secure office area with limited access during duty hours. The office is locked during non-duty hours.

#### RETENTION AND DISPOSAL:

All records are retained permanently.

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

Commander, Defense Nuclear Weapons School, Defense Threat Reduction Agency, 1900 Wyoming Boulevard, SE, Kirtland Air Force Base, Albuquerque, NM 87117-5669.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Inquiry should contain full name and Social Security Number of the individual and applicable dates of participation, if available. Visits can be arranged with the system manager.

#### RECORD ACCESS PROCEDURE:

Individuals seeking access to information about themselves contained in this system of records should address inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Inquiry should contain full name and Social Security Number of the individual and applicable dates of participation, if available. Visits can be arranged with the system manager.

Requests from current or potential employers must include a signed authorization from the individual.

#### CONTESTING RECORD PROCEDURES:

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

#### RECORD SOURCE CATEGORIES:

Information in this system of records was supplied directly by the individual;

or derived from information supplied by the individual; or supplied by a contractor or government dosimetry service; or developed by radiation measurements at the exercise site.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 005**

**SYSTEM NAME:**

Manpower/Personnel Management System.

**SYSTEM LOCATION:**

Primary location: Office of Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Secondary locations: Office of Manpower and Personnel, Defense Threat Reduction Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Technology Security Directorate, Defense Threat Reduction Agency, 400 Army Navy Drive, Arlington, VA 22202-2884.

Defense Threat Reduction Agency, Albuquerque Operations, 1680 Texas Street, SE, Kirtland Air Force Base, Albuquerque, NM 87117-5669 and Johnston Atoll.

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

Any individual, military or civilian, employed by DTRA.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

File contains the following information on all personnel assigned to DTRA: Social Security Number; agency; employee name; birth date; veteran's preference; tenure group; service computation date; federal employees group life insurance; time and attendance, leave, and overtime approval forms; retirement code; nature of action code; effective date of action; position number; pay plan; occupation code; functional classification code; grade; step; pay basis; salary; supervisory position; location code/duty station; position occupied; work schedule; pay rate determinant; sex; citizen status; date entered present grade; date entered present step; separation date; reason for separation (quit code); cost center; academic discipline; career conditional appointment date (conversion to career); education level; degree date; purpose of training; type of training; source of training; special interest; direct cost; indirect cost; date of completion; on-duty hours; off-duty hours; JTD paragraph number; JTD line number; competitive level; military service

retirement date; uniformed service; joint specialty officer; service position number; career status; officer evaluation report date (Army only); highest professional military education; rank; grade; status of incumbent in Personnel Reliability Program (PRP); date of latest PRP certification; promotion sequence number; service commissioned (military); service pay grade (rank); Agency sub-element code; submitting office number; retired military code; bureau; unit identification code; program element code; civil function code; guard/reserve technician; appropriation code; active/inactive strength designation; work center code; projected vacancy date; targeted grade; position title; date of last equivalent increase; fair labor standards act designator; health benefits enrollment code; type and date of incentive award; civil service or other legal authority; date probationary period begins; performance rating; due date for future action; position tenure; leave category; personnel authorized; projected personnel requirement; special experience identifiers; additional duties; manpower track; facility; branch of service; date of rank; primary/Alternate specialty; control specialty; last OER/EER; total commissioned service date; total active service date; date of arrival; projected rotation date; security clearance; marital status; spouse's name; dependents; address (Number and street, city, state, Zip Code); phones (home and duty); handicap code; minority group designator; aggregate program element code; position indicator; academic degree requirements; directorate/department, division, branch, and section office titles; service authorization position number; physical profile; nature of action code No. 2; annuitant indicator; Vietnam veteran; entered present position; future action type; agency submitting element; submitting office code; merit pay designator; bargaining unit designator; old Social Security Number; course title host; tuition; Transportation Per Diem; hourly rate; training grade level; administrative cost; type of career training program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, 4103; Pub. L. 89-554, September 6, 1966; and E.O. 9397 (SSN).

**PURPOSE(S):**

For use by officials and employees of the Defense Threat Reduction Agency in the performance of their official duties related to the management of civilian and military employee programs and for

preparation and publication of personnel rosters to facilitate communications/contact for official, or emergency purposes.

To compile and consolidate reports relating to manpower authorization/assigned strengths and to record personnel data and use that data to compile information as required by management officials within the agency.

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

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

Representatives of the Merit Systems Protection Board on matters relating to the inspection, survey, audit or evaluation of the civilian programs or such other matters under the jurisdiction of that organization.

The Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to civilian programs.

Duly appointed Hearing Examiners or Arbitrators for the purpose of conducting hearings in connection with an employee grievance.

The "Blanket Routine Uses" published at beginning of DTRA'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:**

Automated records are stored on magnetic tapes, discs, computer printouts, and on punched cards. Manual records are stored in paper file folders and card file boxes.

**RETRIEVABILITY:**

Automated records are retrieved by employee name, Social Security Number or Position Service Number (PSN). Manual records are retrieved by employee's last name and PSN.

**SAFEGUARDS:**

The computer facility and data base are located in a restricted area accessible only to authorized personnel that are properly screened, cleared, and trained. Terminal users are within a restricted area. Use of these terminals are by authorized personnel who have a need to acquire data from the database. Terminal users are cleared, provided proper training and are assigned a

password/code to retrieve data. Manual records and computer printouts are available only to authorized personnel having a need to know. Buildings are protected by security guards and/or an intrusion alarm system.

#### RETENTION AND DISPOSAL:

Computer magnetic tapes are permanent. Manpower's manual records are maintained indefinitely and all personnel manual records are kept until the employee departs. Monthly reports are destroyed at the end of each fiscal year; annual reports are retained in 5-year blocks, transferred to the Washington National Records Center, and offered to National Archives and Records Administration 20 years after cutoff.

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

Chief, Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The letter should contain the full name, Social Security Number, and signature of the requester and the approximate period of time, by date, during which the record was developed.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Written requests for information should contain the full name, Social Security Number, and signature of individual. For personal visits, the individual should provide military or civilian identification card.

#### CONTESTING RECORD PROCEDURES:

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

#### RECORD SOURCE CATEGORIES:

Information is extracted from military and civilian personnel records, Joint

Manpower Program documents and voluntarily submitted by individual.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### HDTRA 006

#### SYSTEM NAME:

Employees Occupational Health Programs.

#### SYSTEM LOCATION:

Office of Safety and Occupational Health, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

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

Any individual, military or civilian, employed by the Defense Threat Reduction Agency (DTRA) and General Services Agency employees assigned to DTRA.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a variety of records relating to an employee's participation in the DTRA Occupational Health Program. Information which may be included in this system are the employee's name, Social Security Number, date of birth, weight, height, blood pressure, medical history, blood type, nature of injury or complaint, type of treatment/medication received, immunizations, examination findings and laboratory findings, exposure to occupational hazards.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 7901 et seq., Pub. L. 79-658; and E.O. 9397 (SSN).

#### PURPOSE(S):

For use by authorized medical personnel in providing any medical treatment or referral; to provide information to agency management officials pertaining to job-related injuries or potential hazardous conditions' and to provide information relative to claims or litigation.

#### 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 Office of Personnel Management, and the Federal Labor Relations Authority (including the General Counsel) in the Performance of official duties.

The Department of Labor in connection with claims for compensation.

The Department of Justice in connection with litigation relating to claims.

The Occupational Safety and Health Agency in connection with job-related injuries, illnesses, or hazardous condition.

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

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

##### STORAGE:

Records are stored in paper file folders in a locked file cabinet.

##### RETRIEVABILITY:

Records may be retrieved by the individual's name and Social Security Number.

##### SAFEGUARDS:

During the employment of the individual, medical records are maintained in files located in a secured room with access limited to those whose official duties require access. Buildings are protected by security guards and an intrusion alarm system.

#### RETENTION AND DISPOSAL:

Records are retained until the individual leaves the DTRA. Records are combined with the Official Personnel Folder which is forwarded to the Federal Personnel Records Center or to the new employing agency, as appropriate.

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

Chief, Office of Safety and Occupational Health, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The letter should contain the full name, Social Security Number and signature of the requester and the approximate period of time, by date, during which the case record was developed.

#### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address

written inquires to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Written requests for information should contain the full name, Social Security Number, and signature of the requester. For personal visits the individual should provide a military or civilian identification card.

#### CONTESTING RECORD PROCEDURES:

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

#### RECORD SOURCE CATEGORIES:

Information is supplied directly by the individual, or derived from information supplied by the individual, or supplied by the medical officer or nurse providing treatment or medication, or supplied by the individual's private physician.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

#### HDTRA 007

##### SYSTEM NAME:

Security Operations.

##### SYSTEM LOCATION:

Primary location: Security Office, Defense Threat Reduction Agency, 45045 Aviation Road, Dulles, VA 20166-7517.

Secondary locations: Security Office, Defense Threat Reduction Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Technology Security Directorate, Defense Threat Reduction Agency, 400 Army Navy Drive, Arlington, VA 22202-2884.

Albuquerque Operations, Defense Threat Reduction Agency, 1680 Texas Street, SE, Kirtland Air Force Base, Albuquerque, NM 87117-5669.

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

All military and civilian personnel assigned to, or employed by Defense Threat Reduction Agency (DTRA).

Other U.S. Government personnel, U.S. Government contractors, foreign government representatives, and visitors from foreign countries.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Name; Social Security Number; date and place of birth; height; weight; hair/eye color; citizenship; grade/rank;

service; organization; security clearance; date of clearance; basis special accesses; courier authorization; continuous access roster expiration date; badge number; vehicle ID and sticker Number; special intelligence access; expiration date; agency; billet number; list of badges/passages issued; list of keys issued; conference title; conference duties; location; Department of Defense Form 398 "Statement of Personal History;" Reports of Investigation; visit requests; conference rosters; clearance and special access rosters; picture identification; and correspondence concerning adjudication/passing of clearances.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 10450, Security Requirements for Government Employment, 27 April 1953, as amended by E.O.s 10491, 10531, 10548, 10558, 11605, and 11785; E.O. 12065, "National Security Information," 28 June 1978; Section 21 of the Internal Security Act of 1950 (Pub. L. 831); Section 145 of the Atomic Energy Act of 1954, as amended by Pub. L. 83-703, 42 U.S.C. 2185; and E.O. 9397 (SSN).

#### PURPOSE(S):

For use by officials and employees of the Defense Threat Reduction Agency and other DoD Components in the performance of their official duties related to determining the eligibility of individuals for access to classified information, access to buildings and facilities, or to conferences over which DTRA has security responsibility.

#### 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:

Officials and employees of Government contractors and other Government agencies in the performance of their official duties related to the screening and selection of individuals for security clearances and/or special authorizations, access to facilities or attendance at conferences.

The "Blanket Routine Uses" published at the beginning of DTRA'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:

Automated records are stored on magnetic tapes, discs, computer printouts, and/or hard drives. Manual records are stored in paper file folders, card files and paper rosters.

##### RETRIEVABILITY:

Automated records are retrieved by individual's last name, Social Security Number, conference title, and by type of badge issued. Manual records are retrieved by individuals last name, Social Security Number, organization or subject file.

##### SAFEGUARDS:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel. Manual records and computer printouts are available only to authorized persons with an official need to know. Buildings are protected by security guards and an intrusion alarm system.

##### RETENTION AND DISPOSAL:

Computer records on individuals are erased upon termination of an individual's affiliation with DTRA; personnel security files are destroyed within thirty days from the date of termination of an individual's employment, assignment or affiliation with DTRA. Manual records or conference attendees, visitors, and visit certifications to other agencies are maintained for two years and destroyed.

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

Chief, Security Office, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

##### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

##### RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Written requests for information should contain the full name, home address, Social Security Number, date and place of birth. For personal visits, the individual must be able to provide identification showing full name, date

and place of birth, and their Social Security Number.

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

Information is extracted from military and civilian personnel records, investigative files, and voluntarily submitted by the individual. Other Government agencies, law enforcement officials and contractors may provide the same data.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

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 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 318. For additional information contact the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**HDTRA 010****SYSTEM NAME:**

Nuclear Test Participants.

**SYSTEM LOCATION:**

Nuclear Test Personnel Review Office, Special Weapons Technology, Defense Threat Reduction Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

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

Military and DoD civilian participants of the U.S. nuclear testing programs, military occupation forces assigned to Hiroshima or Nagasaki from August 6, 1945 to July 1, 1946, and individuals who participated in the cleanup of Enewetak Atoll.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, rank, grade, service number, Social Security Number, last known or current address, dates and extent of test participation, exposure data, unit of

assignment, medical data, and documentation relative to administrative claims or civil litigation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Atomic Energy Act of 1954, 42 U.S.C. 2013, Tasking Memorandum from Office of the Secretary of Defense to the Director, Defense Nuclear Agency dated 28 Jan 78, Subject: DoD Personnel Participation in Atmospheric Nuclear Weapons Testing and Military Construction Appropriations Act of 1977 (Pub. L. 94-367), DNA OPLAN 600-77, Cleanup of Enewetak Atoll, and the Radiation Exposure Compensation Act (Pub. L. 100-426, as amended by Pub. L. 100-510); and E.O. 9397 (SSN).

**PURPOSE(S):**

For use by agency officials and employees, or authorized contractors, and other DoD components in the preparation of the histories of nuclear test programs; to conduct scientific studies or medical follow-up programs and to provide data or documentation relevant to the processing of administrative claims or litigation.

**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:

National Research Council and the Center for Disease Control, for the purpose of conducting epidemiological studies on the effects of ionizing radiation on participants of nuclear test programs.

Department of Labor and the Department of Justice for the purpose of processing claims by individuals who allege job-related disabilities as a result of participation in nuclear test programs and for litigation actions.

Department of Energy for the purpose of identifying DOE and DOE contractor personnel who were, or may be in the future, involved in nuclear test programs; and for use in processing claims or litigation actions.

Department of Veterans Affairs for the purpose of processing claims by individuals who allege service-connected disabilities as a result of participation in nuclear test programs and for litigation actions' and to conduct epidemiological studies on the effect of radiation on nuclear test participants.

Information may be released to individuals or their authorized representatives.

The "Blanket Routine Uses" published at the beginning of DTRA's compilation of system 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 files folders, microfilm/fiche, computer magnetic tape disks, and printouts in secure computer facilities.

**RETRIEVABILITY:**

Name, Social Security Number, service number, or military ID number.

**SAFEGUARDS:**

Paper records are filed in folders, microfilm/fiche and computer printouts stored in area accessible only by authorized personnel. Buildings are protected by security guards and intrusion alarm systems. Magnetic tapes are stored in a vault in a controlled area within limited access facilities. Access to computer programs is controlled through software applications which require validation prior to use.

**RETENTION AND DISPOSAL:**

Records are retained for 75 years after termination of case.

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

NTPR Program Manager, Nuclear Test Personnel Review Office, Special Weapons Technology Directorate, Defense Threat Reduction Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.



**RECORD SOURCE CATEGORIES:**

Retired Military Personnel records form the National Personnel Records Center, US DTRA Form 10 from individuals voluntarily contacting DTRA or other elements of DoD or other Government Agencies by phone or mail. DoD historical records, dosimetry records and records from the Department of Energy, Department of Veterans Affairs, the Social Security Administration, the Internal Revenue Service, and the Department of Health and Human Service.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 011****SYSTEM NAME:**

Inspector General Investigation Files.

**SYSTEM LOCATION:**

Office of the Inspector General, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

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

Any person who is the subject of or a witness for an Inspector General investigation.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

The system contains files on individual investigations including investigative reports and related documents generated during the course of or subsequent to an investigation.

Reports of investigation contain the authority for the investigation, matters investigated, narrative, documentary evidence, and transcripts of verbatim testimony or summaries thereof.

The system includes "Hotline" telephone logs, investigator work papers and memoranda and letter referrals to management or others, and a chronological listing for identification and location of files.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 4 App. 4(a)(1) and 6(a)(2); 10 U.S.C. 140; and E.O. 9397 (SSN).

**PURPOSE(S):**

To investigate the facts and circumstances surrounding allegations or problems reported to the OIG.

Open and closed case listings are used to manage investigations, to produce statistical reports, and to control various aspects of the investigative process.

**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 DTRA's compilation of systems of records notices will 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, computer disks and log books.

**RETRIEVABILITY:**

Retrieved alphabetically by surname of individual, year, investigation number, hotline case number, referral number or investigative subject matter.

**SAFEGUARDS:**

Access is limited to the Inspector Generals staff, and, as delegated by the Commanding Officer, or Officer-in-Charge, on a need to know basis. Case records are maintained in locked security containers.

Automated records are controlled by limiting physical access to terminals and by the use of passwords. Work areas are sight controlled during normal duty hours. Buildings are protected by security guards and an intrusion alarm system.

**RETENTION AND DISPOSAL:**

Requests for assistance and/or complaints acted on by the Inspector General are retained at the agency for 2 years and subsequently destroyed as classified waste.

Computer disks are cleared, erased or destroyed when no longer useful.

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

Office of the Inspector General, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information on themselves should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individual should provide their name, address, and proof of identity (photo identification for in person access or an unsworn declaration in accordance with 28 U.S.C. 1746 or a notarized statement may be required for identity verification).

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individuals should provide their name, address, and proof of identity (photo identification for in person access or an unsworn declaration in accordance with 28 U.S.C. 1746 or a notarized statement may be required for identity verification).

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

From the individual, DTRA records and reports, DTRA employees, witnesses, informants, and other sources providing or containing pertinent information.

**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 system has been promulgated in accordance with requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c), and (e) and published in 32 CFR part 318. For additional information contact the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**HDTRA 012****SYSTEM NAME:**

Carpooling Program.

**SYSTEM LOCATION:**

Primary location: Defense Threat Reduction Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Secondary locations: Defense Threat Reduction Agency, 45045 Aviation Road, Dulles, VA 20166-7517.

Technology Security Directorate, Defense Threat Reduction Agency, 400 Army Navy Drive, Arlington, VA 22202-2884.

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

All military and civilian personnel assigned to, or employed by Defense Threat Reduction Agency, other U.S. Government personnel, and U.S. Government contractors who elect to participate in the program.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name of individual, home address and phone number, office phone number, working hours, map coordinate of home or nearby reference points, and similar information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Federal Property and Administrative Service Act of 1949, 63 Stat. 377, as amended.

**PURPOSE(S):**

To assist members and applicants in contacting one another and provide printout of individuals in the system to other participants who desire to arrange a carpool.

**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:

Information may be disclosed to the states of Maryland, Virginia, and the District of Columbia for inclusion in their Ridesharing Programs.

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

Computer magnetic tapes, disks, and paper printouts, and manual storage within self-help carpool locator board.

**RETRIEVABILITY:**

Information is accessed and retrieved by name and home address map grid for automated system. Information is manually accessed and retrieved from cards in map grids for locator board.

**SAFEGUARDS:**

All participants have access to the data. The computer terminals are

located in restricted areas accessible only to authorized personnel. Buildings are protected by security guards and an intrusion alarm system.

**RETENTION AND DISPOSAL:**

Data is retained only on active participants; destroyed upon request or reassignment.

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

Chief, Logistics and Engineering, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individuals should provide name, current address, and sufficient information to permit locating the record.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individuals should provide name, current address, and sufficient information to permit locating the record.

For personal visits, the individual should provide military or civilian identification card.

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

From the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 014**

**SYSTEM NAME:**

Student Records.

**SYSTEM LOCATION:**

Defense Nuclear Weapons School, Defense Threat Reduction Agency, 1900 Wyoming Boulevard SE, Kirtland Air

Force Base, Albuquerque, NM 87117-5669.

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

Any student attending the Defense Nuclear Weapons School.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Student academic records consisting of course completion; locator information; and related information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, 4103; and E.O. 9397 (SSN).

**PURPOSE(S):**

To determine applicant eligibility, as a record of attendance and training, completion or elimination, as a locator, and a source of statistical information.

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

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

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

Maintained in paper files and on computer media.

**RETRIEVABILITY:**

Information may be retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records and computer printouts are available only to authorized persons with an official need to know. The files are in a secure office area with limited access during duty hours. The office is locked during non-duty hours.

**RETENTION AND DISPOSAL:**

Individual academic records are retained for 75 years. Records are maintained at the school for five years, then subsequently retired to the Federal Records Center, Fort Worth, TX for the remaining 70 years and then destroyed.

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

Commander, Defense Nuclear Weapons School, Defense Threat Reduction Agency, 1900 Wyoming Boulevard SE, Kirtland Air Force Base, NM 87117-5669.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individuals should provide their name, Social Security Number, current address, and proof of identity (photo identification for in person access).

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individuals should provide name, Social Security Number, current address, and sufficient information to permit locating the record.

For personal visits, the individual should provide military or civilian identification card.

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

From the individual.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 017****SYSTEM NAME:**

Voluntary Leave Sharing Program Records.

**SYSTEM LOCATION:**

Office of Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Secondary locations: Office of Manpower and Personnel, Security Office, Defense Threat Reduction Agency, 6801 Telegraph Road, Alexandria, VA 22310-3398.

Technology Security Directorate, Defense Threat Reduction Agency, 400 Army Navy Drive, Arlington, VA 22202-2884.

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

Individuals who have volunteered to participate in the leave sharing program

as either a donor or recipient of annual leave.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Leave recipient records contain the individual's name, organization, office telephone number, Social Security Number, position title, grade, pay level, leave balances, brief description of the medical or personal hardship which qualifies the individual for inclusion in the leave transfer program, the status of the hardship, and a statement that selected data elements may be used in soliciting donations.

The file may also contain medical or physician certifications and DTRA approvals or denials.

Donor records include the individual's name, organization, office, telephone number, Social Security Number, position title, grade, pay level, leave balances, number of hours being transferred (or donated leave), and, in the case of the transfer program, the designated leave recipient.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 6331 et seq (Leave); 10 U.S.C. 136; 5 CFR part 630; and E.O. 9397 (SSN).

**PURPOSE(S):**

The file is used in managing the DTRA Voluntary Leave Sharing Program. The recipient's name, and a brief description of the hardship, if authorized by the recipient, are published internally for solicitation purposes. The Social Security Number is obtained to ensure the transfer of leave from the donor's account to the recipient's account.

**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 the Department of Labor in connection with a claim filed by an employee for compensation due to a job-related injury or illness; where the leave donor and leave recipient are employed by different Federal agencies, to the personnel and finance offices of the Federal agency involved to effectuate the leave transfer.

The "Blanket Routine Uses" set forth at the beginning of DTRA's compilation of systems of records notices apply to this system.

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

Records are stored in paper and computerized form.

**RETRIEVABILITY:**

Retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records are accessed by custodian of the records or by persons responsible for servicing the record system in the performance of their official duties. Records are stored in locked cabinets or rooms, and are controlled by personnel screening and computer software.

**RETENTION AND DISPOSAL:**

Records are destroyed one year after the end of the year in which the file is closed.

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

Chief, Manpower and Personnel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written requests to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individual should provide full name and Social Security Number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written requests to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individual should provide full name and Social Security Number.

**CONTESTING RECORDS PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

Information is provided primarily by the record subject; however, some data may be obtained from personnel and leave records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 018****SYSTEM NAME:**

Travel Management Program.

**SYSTEM LOCATION:**

Primary location: Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Secondary location: Defense Threat Reduction Agency subordinate commands.

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

Any person, government or private, who travels on official business for the Defense Threat Reduction Agency or who submits a request for payments of a travel advance or travel claim to the Defense Special Weapons Agency.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records relating to official travel of individuals, including travel orders, per diem vouchers, transportation requests, travel itinerary, and supporting documentation. Records contain individual's name, Social Security Number, home address and telephone number, employing office name and telephone number, and electronic banking identification codes.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 2105, 5561, 5564, 5701-5708, 5721-5730, 5742; 50 U.S.C., app. 2160; and E.O. 9397 (SSN).

**PURPOSE(S):**

To maintain an official travel record authorization and payment file system. Provides management information for control of travel expenditures, support documentation requirements, and provides reimbursement accounting for persons on official travel.

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

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

The "Blanket Routine Uses" set forth at the beginning of DTRA's compilation of system of records notices apply to this system.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (14 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966

(31 U.S.C. 3701(a)(3)). The purpose of this disclosure is to aid in the collection of outstanding debts owed to the Federal government; typically to provide an incentive for debtors to repay delinquent Federal government debts by making these debts part of their credit records.

The disclosure is limited to information necessary to establish the identity of the individual, including name, address, and taxpayer identification number (Social Security Number); the amount, status, and history of the claim; and the agency or program under which the claim arose for the sole purpose of allowing the consumer reporting agency to prepare a commercial credit report.

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

Paper records are maintained in file folders. Receipts for travel/lodging will be maintained in a central location in the Office of the Comptroller. Electronic data is maintained on a networked computer system with access safeguards. The Travel Manager software Plus Program being utilized is operated under a Department of Defense Pilot and is connected to the DTRA Local Area Network. This automated system includes forms generation, electronic document routing, electronic document approval, enforcement of agency defined limits, automated funds availability verification and electronic interface to mainframe accounting.

**RETRIEVABILITY:**

Files may be retrieved by name or Social Security Number of individual or by travel order number.

**SAFEGUARDS:**

Paper records are kept in filing cabinets and other storage places within these offices. Work areas are sight controlled during normal duty hours. Buildings are protected by security guards and an intrusion alarm system.

Access to computer records is controlled by a user identification and password system. Personnel having access are limited to those having a need-to-know who have been trained in handling Privacy Act information. Additionally physical access to video display terminals is under strict supervisory control, access to computer peripheral equipment is controlled, reports are issued that are used to monitor use of the system, output products and storage media is labeled to warn individuals that they contain

personal information subject to the Privacy Act.

**RETENTION AND DISPOSAL:**

The automated record is retained 2 years following the final settlement of a travel claim. Records recorded on tapes or disks are disposed of by degaussing or erasing. A history hard copy file is maintained for 2 years and then retired to the Records Center. They are destroyed 7 years after retirement.

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

Director, Office of Logistics and Engineering, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The individual should make reference to the office where assigned or affiliated, dates of travel and provide Social Security Number for positive identification.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to access information about themselves contained in this system should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The individual should make reference to the office where assigned or affiliated, dates of travel and provide Social Security Number for positive identification.

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

From the individual, the systems administrator, or the vendor of travel and related service. Supporting documentation is provided from the associated travel order, division, service providers and the Defense Finance and Accounting Agency.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 019****SYSTEM NAME:**

Treaty Inspection Information Management System.

**SYSTEM LOCATION:**

Defense Threat Reduction Agency,  
45045 Aviation Drive, Dulles, VA  
20166-7517.

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

Individuals affiliated with the Defense Threat Reduction Agency, either by military assignment, civilian employment, or contractual support agreement. Individuals are weapons inspectors, linguists, mission schedulers/planners, personnel assistants/specialists, portal rotation specialists, operation technicians, passport managers, clerical staff, and database management specialists.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information includes individual's name, Social Security Number, date of birth, city/state/country of birth, education, marital status, gender, race, civilian or military member, rank (if military), security clearance, years of federal service, occupational category, job organization and location, and emergency locator information.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 302, 4103; Pub. L. 89-554 (September 6, 1966); and E.O. 9397 (SSN).

**PURPOSE(S):**

To manage the Treaty Monitoring and Inspection activities, including personnel resources, manpower/billet management, passport status, mission scheduling and planning, inspection team composition, inspector and transport list management, inspector training, and inspection notification generation.

**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 DTRA'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:**

Maintained on computer and computer output products.

**RETRIEVABILITY:**

Records may be retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records are stored in a computer system with extensive intrusion safeguards.

**RETENTION AND DISPOSAL:**

Records are maintained for as long as the individual is assigned to DTRA. Upon departure from DTRA, records concerning that individual are removed from the active file and retained in an inactive file for ten years. Information that has been held in the inactive file for ten years is deleted.

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

TIIMS System Administrator, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The inquiry should include full name and Social Security Number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

The inquiry must include full name and Social Security Number.

**CONTESTING RECORD PROCEDURES:**

The DTRA rules for accessing records and for contesting contents and appealing initial agency determinations are published in DTRA Instruction 5400.11B; 32 CFR part 318; or may be obtained from the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

**RECORD SOURCE CATEGORIES:**

Information is provided by the individual, obtained from other personnel record sources, and from the individual's superiors and assignment personnel.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**HDTRA 020****SYSTEM NAME:**

Human Radiation Research Review.

**SYSTEM LOCATION:**

Radiation Experiments Command Center, Special Weapons Technology Directorate, 6801 Telegraph Road, Alexandria, VA 22310-3398.

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

Individuals who were or may have been the subject of tests involving ionizing radiation or other human-subject experimentation; individuals who have inquired or provided information to the Department of Energy Helpline or the Department of Defense Human Radiation Experimentation Command Center concerning such testing.

Military and DoD civilian personnel who participated in atmospheric nuclear testing between 1945 and 1962 or the occupation of Hiroshima and Nagasaki are already included in the Defense Threat Reduction Agency Privacy Act system of records notice HDTRA 010, Nuclear Test Participants and are not part of this effort. However, inquiries referred from the Helpline that later are determined to fall within this category will be included in the system.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Information in the system includes an individual's name, Social Security Number or service number, last known or current address, occupational information, dates and extent of involvement in an experiment, exposure data, medical data, medical history of subject and relatives, and other documentation of exposure to ionizing radiation or other agents.

The system contains information abstracted from historical records, and information furnished to the Department of Defense, Department of Energy or other Federal Agencies by affected individuals or other interested parties.

Records include human radiation experimentation conducted from 1944 to the present. However, experiments conducted after May 20, 1974 (the date of issuance of the Department of Health, Education and Welfare Regulations for the Protection of Human Subjects, 45 CFR part 46), may be covered by other systems of records.

Common and routine medical practices, such as established diagnostic and treatment methods involving incidental exposures to ionizing

radiation are not included within this system.

Examples of such methods are panorex radiographs for dental evaluations and thyroid scans for the evaluation and treatment of hypo/hyperthyroidism.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 133, E.O. 12891 (January 15, 1994), E.O. 9397 (SSN).

**PURPOSE(S):**

For use by agency officials and employees, or authorized contractors, and other DoD components in the preparation of the histories of human radiation experimentation; to conduct scientific studies or medical follow-up programs; to respond to Congressional and Executive branch inquiries; and to provide data or documentation relevant to the exposure of individuals.

**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:

Information from this system of records may be disclosed to officials and contract personnel of the Human Radiation Experimentation Interagency Working Group as well as other designated government agencies, for the purposes described above. These agencies are the National Aeronautics and Space Administration; Department of Justice; Department of Energy; Department of Health and Human Services; Department of Veterans Affairs; the White House Advisory Committee; Central Intelligence Agency; and Office of Management and Budget.

The "Blanket Routine Uses" published at the beginning of DTRA's compilation of systems 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, microfilm/fiche, computer magnetic tape disks, and printouts in secure computer facilities.

**RETRIEVABILITY:**

Records are retrieved by case number, name, study control number, Social Security Number, or service number.

**SAFEGUARDS:**

Access to or disclosure of information is limited to authorized personnel. Paper records filed in folders, microfilm/fiche and computer printouts are stored in areas accessible only by authorized personnel. Buildings are protected by security guards and intrusion alarm systems. Magnetic tapes are stored in a controlled area within limited access facilities. Access to computer programs is controlled through software applications that require validation prior to use.

**RETENTION AND DISPOSAL:**

Files will be retained permanently. They will be maintained in the custody of the command center until all claims have been settled and then transferred to the National Archives and Records Administration.

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

Radiation Experiments Command Center, Special Weapons Technology Directorate, 6801 Telegraph Road, Alexandria, VA 22310-3398.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individual should provide full name, Social Security Number, or service number, and if known, case or study control number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the General Counsel, Defense Threat Reduction Agency, 45045 Aviation Drive, Dulles, VA 20166-7517.

Individuals should provide full name, Social Security Number, or service number, and if known, case or study control number.

**CONTESTING RECORD PROCEDURES:**

The OSD rules for accessing records, for contesting contents and appealing

initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information will be collected directly from individuals, as well as extracted from historical records to include personnel files and lists, training files, medical records, legal case files, radiation and other hazard exposure records, occupational and industrial accident records, employee insurance claims, organizational and institutional administrative files, and related sources. The specific types of records used are determined by the nature of an individual's exposure to radiation.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.  
[FR Doc. 98-33042 Filed 12-11-98; 8:45 am]  
BILLING CODE 5000-04-F

**DEPARTMENT OF DEFENSE**

**Office of the Secretary**

[Transmittal No. 99-03]

**36(b)(1) Arms Sales Notification**

**AGENCY:** Department of Defense, Defense Security Cooperation Agency.

**ACTION:** Notice.

**SUMMARY:** The Department of Defense is publishing the unclassified text of a section 36(b)(1) arms sales notification. This is published to fulfill the requirements of section 155 of Pub. L. 104-164 dated 21 July 1996.

**FOR FURTHER INFORMATION CONTACT:** Ms. J. Hurd, DSCA/COMPT/RM, (703) 604-6575.

The following is a copy of a letter to the Speaker of the House of Representatives, Transmittal 99-03, with attached transmittal policy justification, sensitivity of technology and Section 620C(d) of the Foreign Assistance Act of 1961.

Dated: December 8, 1998.

**L.M. Bynum,**

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

BILLING CODE 5000-04-M