

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

**STORAGE:**

Paper records in file folders and electronic storage media.

**RETRIEVABILITY:**

Name, SSN, date of birth, other names used, driver license, or incident number.

**SAFEGUARDS:**

Records are maintained in areas accessible only to PFPA law enforcement personnel who use the records to perform their duties. All records are maintained on DoD installations with security force personnel performing installation access control and random patrols. Common Access Cards (which contain the user's DoD Public Key Infrastructure Certificates) and personal identification numbers are used to authenticate authorized desktop and laptop computer users. Data in transit and at rest is encrypted and computer servers are scanned to assess system vulnerabilities. Specific firewalls are in place to control the incoming and outgoing data traffic by analyzing the data and determining whether they should be allowed through or not, based on applied rule set. User access is restricted to validated users and activity is regularly monitored. Systems security updates are accomplished on a regular basis. Records are secured in locked or guarded buildings monitored by Closed Circuit TV cameras and intrusion detection systems, locked offices (to include cipher locks), or locked cabinets during non-duty hours, with access restricted during duty hours.

**RETENTION AND DISPOSAL:**

Non-criminal records are destroyed one year after case is closed.

Criminal records are cut off when a case is closed. Files are destroyed 15 years after the cut-off.

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

Deputy Director Integrated Emergency Operations Center, Pentagon Force Protection Agency (PFPA), 9000 Defense Pentagon, Washington, DC 20301-9000.

**NOTIFICATION PROCEDURE:**

An exemption rule has been published, and this Privacy Act system of records is exempt from the notification provisions described in 5 U.S.C. 552a(d).

**RECORD ACCESS PROCEDURES:**

An exemption rule has been published, and this Privacy Act system of records is exempt from the

notification provisions described in 5 U.S.C. 552a(d).

**CONTESTING RECORD PROCEDURES:**

An exemption rule has been published, and this Privacy Act system of records is exempt from the amendment and appeal provisions described in 5 U.S.C. 552a(f).

**RECORD SOURCE CATEGORIES:**

Individuals involved in, or witness to, the incident or inquiry, PFPA officers and investigators, state and local law enforcement, and Federal departments and agencies.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

This system of records is used by the Department of Defense for a law enforcement purpose (j)(2) and (k)(2), and the records contained herein are used for criminal, civil, and administrative enforcement requirements. As such, allowing individuals full exercise of the Privacy Act would compromise the existence of any criminal, civil, or administrative enforcement activity. This system of records is exempt from the following provisions of 5 U.S.C. 552a section (c)(3) and (4), (d), (e)(1) through (e)(3), (e)(4)(G) through (e)(4)(I), (e)(5), (e)(8); (f) and (g) of the Act.

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 311. For additional information contact the system manager.

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**BILLING CODE 5001-06-P**

**DEPARTMENT OF DEFENSE**

**Office of the Secretary**

[Docket ID: DoD-2014-OS-0092]

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

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

**ACTION:** Notice to alter a System of Records.

**SUMMARY:** The Office of the Secretary of Defense proposes to alter a system of records, DWHS E05, entitled "Mandatory Declassification Review Files", in its inventory of record systems subject to the Privacy Act of 1974, as amended. This system is used to process requests and/or appeals from individuals for the mandatory review of classified documents for the purposes of releasing declassified material to the public; and to provide a research

resource of historical data on release of records to ensure consistency in subsequent actions. Data developed from this system is used for the annual report required by the applicable Executive Order(s) governing classified National Security Information. This data also serves management needs, by providing information about the number of requests; the type or category of records required; and the average processing time.

**DATES:** Comments will be accepted on or before December 1, 2014. This proposed action will be effective the date following the end of the comment period unless comments are received which result in a contrary determination.

**ADDRESSES:** You may submit comments, identified by docket number and title, by any of the following methods:

\* *Federal Rulemaking Portal:* <http://www.regulations.gov>. Follow the instructions for submitting comments.

\* *Mail:* Federal Docket Management System Office, 4800 Mark Center Drive, East Tower, 2nd Floor, Suite 02G09, Alexandria, VA 22350-3100.

*Instructions:* All submissions received must include the agency name and docket number for this **Federal Register** document. The general policy for comments and other submissions from members of the public is to make these submissions available for public viewing on the Internet at <http://www.regulations.gov> as they are received without change, including any personal identifiers or contact information.

**FOR FURTHER INFORMATION CONTACT:** Ms. Cindy Allard, Chief, OSD/JS Privacy Office, Freedom of Information Directorate, Washington Headquarters Service, 1155 Defense Pentagon, Washington, DC 20301-1155, or by phone at (571) 372-0461.

**SUPPLEMENTARY INFORMATION:** The Office of the Secretary of Defense notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address in **FOR FURTHER INFORMATION CONTACT** or at the Defense Privacy and Civil Liberties Office Web site at <http://dpcl.o.defense.gov/>.

The proposed system report, as required by U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on June 9, 2014, to the House Committee on Oversight and Government Reform, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c

of Appendix I to OMB Circular No. A-130, "Federal Agency Responsibilities for Maintaining Records About Individuals," dated February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated: October 27, 2014.

Aaron Siegel,

Alternate OSD Federal Register Liaison  
Officer, Department of Defense.

## DWHS E05

### SYSTEM NAME:

Mandatory Declassification Review  
Files (October 28, 2011, 76 FR 66916).

### CHANGES:

\* \* \* \* \*

### SYSTEM LOCATION:

Delete entry and replace with  
"Records and Declassification Division,  
Executive Services Directorate, 6564  
Loisdale Court, Springfield, VA 22150-  
1827."

### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete entry and replace with  
"Individuals requesting Mandatory  
Declassification Review (MDR) or  
appealing a MDR determination for  
access to records and information  
within the scope of the Offices of the  
Secretary of Defense (OSD)."

### CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with  
"Requester's name, address, level of  
security clearance, source (organization  
of requester), source case number (if  
applicable), classification, received date,  
page numbers, OSD MDR case number  
and subject of the request."

### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Delete entry and replace with "E.O.  
13526, Classified National Security  
Information; 32 CFR 2001.33,  
Mandatory Review for Declassification;  
and DoD Instruction 5200.01, DoD  
Information Security Program and  
Protection of Sensitive Compartmented  
Information."

### PURPOSE(S):

Delete entry and replace with "To  
process requests and/or appeals from  
individuals for the mandatory review of  
classified documents for the purposes of  
releasing declassified material to the  
public; and to provide a research  
resource of historical data on release of  
records to ensure consistency in  
subsequent actions. Data developed  
from this system is used for the annual  
report required by the applicable  
Executive Order(s) governing classified  
National Security Information. This data  
also serves management needs, by

providing information about the number  
of requests; the type or category of  
records required; and the average  
processing time."

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

Delete entry and replace with "In  
addition to those disclosures generally  
permitted under 5 U.S.C. 552a(b) of the  
Privacy Act of 1974, as amended, the  
records contained herein may  
specifically be disclosed outside the  
DoD as a routine use pursuant to 5  
U.S.C. 552a(b)(3) as follows:

To the National Archives and Records  
Administration, Interagency Security  
Classification Appeals Panel (ISCAP) for  
the purpose of complying with  
Executive Order 13526, to review  
administrative agency policies,  
procedures and to facilitate ISCAP  
offering of mediation services to resolve  
disputes between persons making  
Mandatory Declassification Review  
requests and administrative agencies.

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

\* \* \* \* \*

### RETRIEVABILITY:

Delete entry and replace with  
"Retrieved by name of requester and  
other pertinent information, such as  
organization or address, subject material  
describing the MDR item (including  
date), OSD MDR case number using  
computer indices, referring agency, or  
any combination of fields."

### SAFEGUARDS:

Delete entry and replace with "All  
classified material is stored in a Defense  
Security Service approved closed area  
which has a spin dial combination-lock,  
and requires badge and pin access.  
Paper records are maintained in security  
containers with access limited to  
officials having a need-to-know based  
on their assigned duties. All records are  
protected in accordance with the  
National Industrial Security Program  
Operating Manual and only accessed by  
individuals that have a need-to-know  
based on their clearance and assigned  
duties."

### RETENTION AND DISPOSAL:

Delete entry and replace with "Case  
files documenting requests for  
declassification are destroyed 10 years  
after resolution of request."

### SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with "Chief,  
Records and Declassification Division,  
Executive Services Directorate, 4800

Mark Center Drive, Alexandria, VA  
20350-3200."

### NOTIFICATION PROCEDURE:

Delete entry and replace with  
"Individuals seeking to determine  
whether information about themselves  
is contained in this system of records  
should address written inquiries to  
Chief, Records and Declassification  
Division, Executive Services Directorate,  
4800 Mark Center Drive, Alexandria, VA  
20350-3200.

Written requests should include the  
individual's name and address of the  
individual at the time the record would  
have been created."

### RECORD ACCESS PROCEDURES:

Delete entry and replace with  
"Individuals seeking access to  
information about themselves contained  
in this system of records should address  
written inquiries to the Office of the  
Secretary of Defense/Joint Staff,  
Freedom of Information Act Requester  
Service Center, Office of Freedom of  
Information, 1155 Defense Pentagon,  
Washington, DC 20301-1155.

Signed, written requests should  
include the name and number of this  
system of records notice along with the  
individual's name and address of the  
individual at the time the record would  
have been created."

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### RECORD SOURCE CATEGORIES:

Delete entry and replace with  
"Individual."

### EXEMPTIONS CLAIMED FOR THE SYSTEM:

Delete entry and replace with  
"Information classified under E.O.  
12958, as implemented by DoD 5200.1-  
R, may be exempt pursuant to 5 U.S.C.  
552a(k)(1).

An exemption rule for this system has  
been promulgated in accordance with  
requirements of 5 U.S.C. 552(d), and  
published in 32 CFR part 311.8. For  
additional information contact the  
system manager."

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## DEPARTMENT OF DEFENSE

### Department of the Army

[Docket ID: USA-2014-0040]

### Proposed Collection; Comment Request

**AGENCY:** Office of the Administrative  
Assistant to the Secretary of the Army  
(OAA-AAHS-RDR-C), DoD.

**ACTION:** Notice.