

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

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

STORAGE:

Paper records and electronic storage media.

RETRIEVABILITY:

Name and/or Social Security Number (SSN).

SAFEGUARDS:

Paper files are maintained in secure, limited access, or monitored work areas accessible only to authorized personnel. Electronic media are maintained via an internal Local Area Network (LAN) with workstations and laptops of authorized personnel protected with passwords.

RETENTION AND DISPOSAL:

Paper files are maintained for 2 years. Electronic media remain in the Assignment and Correspondence Tracking System active assignment file for 90 days, then automatically transferred to an accessible archive file for 2 years, then removed from the system.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Chief of Staff/DCOS/A, Defense Threat Reduction Agency, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Defense Threat Reduction Agency, Office of the Chief of Staff, *Attn:* Deputy Chief of Staff/Administration, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

Individuals should furnish their full name, current address, and telephone number.

RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system of records should address written inquiries to the Defense Threat Reduction Agency, Office of the Chief of Staff, *Attn:* Deputy Chief of Staff/Administration, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

Individuals should furnish their full name, current address, and telephone number.

CONTESTING RECORD PROCEDURES:

The DTRA rules for contesting record content are published in 32 CFR part 318, or may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual records subjects, DoD databases, correspondence emanating from external sources, and internal DTRA actions.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. E8-29524 Filed 12-12-08; 8:45 am]

BILLING CODE 5001-06-P

DEPARTMENT OF DEFENSE

Office of the Secretary

[Docket ID DOD-2008-OS-0155]

Privacy Act of 1974; System of Records

AGENCY: Missile Defense Agency, DoD.

ACTION: Notice to add a system of records.

SUMMARY: The Missile Defense Agency is proposing to add a system of records to its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The changes will be effective on January 14, 2009 unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the Department of Defense, Missile Defense Agency, 7100 Defense Pentagon, *Attn:* Chief Information Officer, Washington, DC 20301-7100.

FOR FURTHER INFORMATION CONTACT: Missile Defense Agency Privacy Office at (703) 882-6125.

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

The proposed systems reports, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, were submitted on November 10, 2008, to the House Committee on Government Oversight and Reform, the Senate Committee on Homeland Security and 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: December 9, 2008.

Morgan E. Frazier,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

MDA01

SYSTEM NAME:

Missile Defense Data Center Catalog System Records.

SYSTEM LOCATION:

Department of Defense, Missile Defense Agency, 7100 Defense Pentagon, ATTN: Chief Information Officer, Washington, DC 20301-7100.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals requesting Missile Defense Agency (MDA) missile defense test data. Access to this classified data is restricted to Department of Defense (DoD) personnel and contractors with the appropriate level of security clearance and with a clear, demonstrated and approved need-to-know.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, Social Security Number (SSN), citizenship, and date and place of birth of the proposed visitor; office phone number and e-mail address, and certification of the proposed visitor's personnel security clearance and certification of any special access authorizations required for the visit.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12958, Classified National Security Information; DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM); Missile Defense Agency Directive 3200.06, Mission-Related Scientific and Technical Data/Information Management; Missile Defense Agency Manual 5200.02-M, Information Security Program; and E.O. 9397 (SSN).

PURPOSE(S):

Records are used for the purpose of determining if individuals have the appropriate level of clearance and need-to-know required before allowing them access to the Missile Defense Agency (MDA) classified test data.

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 Department of Defense (DoD) as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

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

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

STORAGE:

Paper records in file folders and on electronic media.

RETRIEVABILITY:

Records are retrieved by name, e-mail address and phone number.

SAFEGUARDS:

Records are maintained in a secure, limited access, monitored work area. Physical entry by unauthorized persons is restricted by the use of locks and administrative procedures, and is accessible only to authorized personnel. Access to personal information is restricted to those who require the records in the performance of their official duties and who are properly screened and cleared for need-to-know. Access to computer records is further restricted by the use of passwords, which are changed periodically. Logs are kept and reviewed for valid access. All personnel whose official duties require access to the information are trained in the proper safeguarding and use of the information and receive annual Information Assurance and Privacy Act training. Paper records are marked "FOUO-PRIVACY ACT PROTECTED DATA" and stored in a locked container when not in use.

RETENTION AND DISPOSAL:

Electronic images are deleted when the user account is deleted from the system. Paper copies are filed in the security office and destroyed by shredding and/or burning on supersession or obsolescence of the authorization document or on transfer, separation, or relief of the individual concerned.

SYSTEM MANAGER(S) AND ADDRESS:

Department of Defense, Missile Defense Agency, 7100 Defense Pentagon, *Attn:* Chief Information Officer, Washington, DC 20301-7100.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Department of Defense, Missile Defense Agency, 7100 Defense Pentagon, *Attn:* Chief Information Officer, Washington, DC 20301-7100.

Requests should contain the individual's name, office phone number

or cell phone number, and office e-mail address for contact purposes; the individual will be contacted to verify identity.

Record access procedures: Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the MDA Privacy Office, Missile Defense Agency, 7100 Defense Pentagon, Washington, DC 20301-7100.

Requests should include the requesting individual's name, office phone number or cell phone number, and office e-mail address for contact purposes; the individual will be contacted to verify identity.

CONTESTING RECORD PROCEDURES:

The OSD's rules for accessing records, for contesting contents and appealing initial agency determinations are contained in OSD Administrative Instruction No. 81; 32 CFR part 311; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Individuals.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

[FR Doc. E8-29526 Filed 12-12-08; 8:45 am]

BILLING CODE 5001-06-P

DEPARTMENT OF DEFENSE

Department of the Air Force

[Docket ID USAF-2008-0048]

Privacy Act of 1974; System of Records

AGENCY: Department of the Air Force, DoD.

ACTION: Notice to Alter a System of Records.

SUMMARY: The Department of the Air Force is proposing to alter a system of records notice in its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

DATES: This proposed action will be effective without further notice on January 14, 2009 unless comments are received which result in a contrary determination.

ADDRESSES: Send comments to the Air Force Privacy Act Officer, Office of Warfighting Integration and Chief Information Officer, SAF/XCPPI, 1800 Air Force Pentagon, Washington, DC 20330-1800.

FOR FURTHER INFORMATION CONTACT: Mr. Kenneth Brodie at (703) 696-7557.

SUPPLEMENTARY INFORMATION: The Department of the Air Force 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 system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on November 10, 2008, to the House Committee on Oversight and Government Reform, the Senate Committee on Homeland Security and 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: December 9, 2008.

Morgan E. Frazier,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

F051 AF JA D

SYSTEM NAME:

Litigation Records (Except Patents) (June 11, 1997, 62 FR 31793).

CHANGES:

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SYSTEM LOCATION:

Delete entry and replace with "The Judge Advocate General, Headquarters United States Air Force, 1420 Air Force Pentagon, Washington, DC 20330-1420. At Headquarters of Major Commands and all levels down to and including Air Force installations worldwide. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records notices."

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete entry and replace with "All individuals who have brought suit against, or been involved in litigation with, the United States or its officers or employees concerning matters related to the Department of the Air Force; persons against whom litigation has been filed under 28 U.S.C. 1346b, 31 U.S.C. 3702, 42 U.S.C. 2651-3, and 46 U.S.C. App. 741-52; dependents, witnesses, and other persons providing information during the course of litigation."

CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with "All records required to defend the Department of the Air Force in litigation, to include: Litigants' names, Social Security Numbers (SSN), court