

**SYSTEM LOCATION:**

Defense Finance and Accounting Service, Corporate Communications and Legislative Liaison, 8899 E. 56th Street, Indianapolis, IN 46249-0150.

Defense Finance and Accounting Service—Cleveland Center, 1240 East Ninth Street, Cleveland, OH 44199-2055.

Defense Finance and Accounting Service—Columbus Center, 4280 East 5th Avenue, Columbus, OH 43219-1879.

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

All individuals who have requested documents under the provisions of the Freedom of Information Act (FOIA) (5 U.S.C. 552).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Correspondence from the public requesting information under the Freedom of Information Act and the reply, which may include copies of the released record(s), denials, and appeals. Correspondence pertaining to the requests, the information released or withheld, summaries, logs of actions taken, and correspondence from and to other DoD and Federal agencies regarding specific requests of mutual interest.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 552, the Freedom of Information Act, as amended, as implemented by DFAS Regulation 5400.7-R; DoD 5400.7-R, DoD Freedom of Information Act Program, and E.O. 9397 (SSN).

**PURPOSE(S):**

To control administrative processing of requests for information made under the provisions of the Freedom of Information Act (FOIA), and to record statistics for the annual FOIA report.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE 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 DoD 'Blanket Routine Uses' published at the beginning of the DFAS compilation of systems of records notices also apply to this system.

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

Paper records in file folders and electronic storage media.

**RETRIEVABILITY:**

Retrieved by individual's name or by control number assigned to the individual case file.

**SAFEGUARDS:**

Records are stored in an office building protected by guards, controlled screening, use of visitor registers, electronic access and/or locks. Access to records is limited to individuals who are properly screened and cleared on a need-to-know basis in the performance of their duties. Passwords are used to control access to the system data, and procedures are in place to detect and deter browsing and unauthorized access.

**RETENTION AND DISPOSAL:**

Records are retained for a minimum of 2 years; replies to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency fees (request not appealed), 2 years; requests appealed, 6 years after final determination by agency; control logs, 6 years, report files, 2 years; administrative files, 2 years. Records are destroyed by shredding, pulping, burning or degaussing.

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

Defense Finance and Accounting Service, Corporate Communications and Legislative Liaison, Freedom of Information Act/Privacy Act Program Manager, 8899 E. 56th Street, Indianapolis, IN 46249-0150.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Defense Finance and Accounting Service, Corporate Communications and Legislative Liaison, 8899 E. 56th Street, Indianapolis, IN 46249-1050.

Individuals should provide full name, current address, telephone number, and other information verifiable for the record itself.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to access records about themselves in this system of records should address written inquiries to the Defense Finance and Accounting Service, Corporate Communications and Legislative Liaison, 8899 E. 56th Street, Indianapolis, IN 46249-1050.

Individuals should provide full name, current address, telephone number, and other information verifiable for the record itself.

**CONTESTING RECORD PROCEDURES:**

The DFAS rules for accessing records, for contesting contents and appealing initial agency determinations are published in DFAS Regulation 5400.11-R; 32 CFR part 324; or may be obtained from the Freedom of Information/Privacy Act Program Manager, Office of Corporate Communications, 6760 E. Irvington Place, Denver, CO 80279-8000.

**RECORD SOURCE CATEGORIES:**

Information in this system is obtained from requesters, from other federal agencies with collateral interest in a request, and from records which were the subject of requests.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. E8-29510 Filed 12-12-08; 8:45 am]

BILLING CODE 5001-06-P

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

[Docket ID DOD-2008-OS-0158]

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

**AGENCY:** Defense Logistics Agency, DoD.

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

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

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

**ADDRESSES:** Send comments to the Privacy Act Officer, Headquarters, Defense Logistics Agency, Attn: DP, 8725 John J. Kingman Road, Stop 2533, Fort Belvoir, VA 22060-6221.

**FOR FURTHER INFORMATION CONTACT:** Ms. Jody Sinkler at (703) 767-5045.

**SUPPLEMENTARY INFORMATION:** The Defense Logistics 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 specific changes to the record system being amended are set forth below followed by the notice, as amended, published in its entirety. The proposed amendments are not within the purview of subsection (r) of the Privacy Act of 1974, (5 U.S.C. 552a), as

amended, which requires the submission of a new or altered system report.

Dated: December 9, 2008.

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

#### **S600.10 CAAE**

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

Hazardous Materials Occupational Exposure History Files (September 21, 1999, 64 FR 51109).

##### **CHANGES:**

##### **SYSTEM IDENTIFIER:**

Delete "CAAE" from the entry.

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

Delete entry and replace with "Records are maintained at the Defense Supply Center Philadelphia (DSCP); the Defense Distribution Center (DDC) and [all] associated distribution depots; Defense Supply Center Richmond (DSCR); Defense Reutilization and Marketing Service (DRMS) and [all] associated Defense Reutilization and Marketing Office sites; Defense Energy Supply Center (DESC); United States Army Ionizing Radiation Dosimetry Center (AIRDC), and the Defense National Stockpile Center (DNSC) and [all] associated sites. Mailing addresses for these locations may be obtained from the System manager identified below.

In addition, records are maintained at the Defense Logistics Support Command, Headquarters, Defense Logistics Agency, 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221."

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##### **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, 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 U. S. Public Health Service and or supporting medical facilities for the purpose of conducting medical examinations and evaluations of DLA employees.

To the regulatory agencies which regulate the management of hazardous materials and personnel exposure for reporting purposes.

To academic and medical institutions and non-government agencies for the purpose of monitoring/evaluating

exposures to hazardous materials and occupational exposure to ionizing radiation.

The DoD "Blanket Routine Uses" apply to this system of records."

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##### **RETRIEVABILITY:**

Delete entry and replace with "Retrieved alphabetically by individual's name, Social Security Number (SSN), or employee identification number."

\* \* \* \* \*

##### **NOTIFICATION PROCEDURE:**

Delete entry and replace with "Individuals seeking to determine whether information about themselves is contained in this system of records should address all written inquiries to the Privacy Act Office, Headquarters, Defense Logistics Agency, Attn: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries should contain the subject individual's full name, Social Security Number (SSN), or employee identification number."

##### **RECORD ACCESS PROCEDURES:**

Delete entry and replace with "Individuals seeking access to information about them contained in this system of records should address all written inquiries to the Privacy Act Office, Headquarters, Defense Logistics Agency, Attn: DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries should contain the subject individual's full name, Social Security Number (SSN), or employee identification number."

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#### **S600.10**

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

Hazardous Materials Occupational Exposure History Files.

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

Records are maintained at the Defense Supply Center Philadelphia (DSCP); the Defense Distribution Center (DDC) and [all] associated distribution depots; Defense Supply Center Richmond (DSCR); Defense Reutilization and Marketing Service (DRMS) and [all] associated Defense Reutilization and Marketing Office sites; Defense Energy Supply Center (DESC); United States Army Ionizing Radiation Dosimetry Center (AIRDC), and the Defense National Stockpile Center (DNSC) and [all] associated sites. Mailing addresses for these locations may be obtained from the System manager identified below.

In addition, records are maintained at the Defense Logistics Support Command, Headquarters, Defense Logistics Agency, 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

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

Individuals working in or visiting hazardous materials storage areas and individuals who have been occupationally exposed to ionizing radiation.

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

File contains name, Social Security Number, badge readings, individual or area exposure monitoring results and medical data.

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

5 U.S.C. 7902, Safety Programs; 29 U.S.C. Chapter 15, Occupational Safety and Health; 42 U.S.C. 2201(o), Reports; and E.O. 9397 (SSN).

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

To record and maintain data on hazardous materials exposure levels and medical status following annual medical examinations and to comply with reporting requirements.

##### **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 U. S. Public Health Service and or supporting medical facilities for the purpose of conducting medical examinations and evaluations of DLA employees.

To the regulatory agencies which regulate the management of hazardous materials and personnel exposure for reporting purposes.

To academic and medical institutions and non-government agencies for the purpose of monitoring/evaluating exposures to hazardous materials and occupational exposure to ionizing radiation.

The DoD "Blanket Routine Uses" apply to this system of records.

##### **POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS:**

##### **STORAGE:**

Records may be stored on paper and/or on electronic storage media.

**RETRIEVABILITY:**

Retrieved alphabetically by individual's name, Social Security Number (SSN), or employee identification number.

**SAFEGUARDS:**

Records are secured in locked or guarded buildings, locked offices, or locked cabinets during non duty hours.

**RETENTION AND DISPOSAL:**

Records are destroyed 75 years after birth date of employee, 60 years after date of the earliest document in the file if the date of birth cannot be ascertained, or 30 years after latest separation, or maintained indefinitely as prescribed by law, whichever is later.

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

Staff Director, Environment, Safety and Occupational Health, *Attn:* DES-E, 8725 John J. Kingman Road, Suite 2639, Fort Belvoir, VA 22060-6221, and Heads of the Safety and Health Offices at the DLA Field Activities. Official mailing addresses are published as an appendix to DLA's compilation of systems of records notices.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address all written inquiries to the Privacy Act Office, Headquarters, Defense Logistics Agency, *Attn:* DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries should contain the subject individual's full name, Social Security Number, or employee identification number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about them contained in this system of records should address all written inquiries to the Privacy Act Office, Headquarters, Defense Logistics Agency, *Attn:* DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries should contain the subject individual's full name, Social Security Number, or employee identification number.

**CONTESTING RECORD PROCEDURES:**

The DLA procedures for accessing records, for contesting contents, and appealing initial agency determinations are contained in 32 CFR part 323, or may be obtained from the Privacy Act Office, Headquarters, Defense Logistics Agency, *Attn:* DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

**RECORD SOURCE CATEGORIES:**

Information in this system of records is obtained from dosimetric devices (area and personnel), other detection instrumentation, work logs, site records and assessments, and medical examinations and surveillance.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. E8-29521 Filed 12-12-08; 8:45 am]

**BILLING CODE 5001-06-P**

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

[Docket ID DOD-2008-OS-0156]

**Privacy Act of 1974; Systems of Records**

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

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

**SUMMARY:** The Defense Threat Reduction 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:** This action will be effective without further notice on January 14, 2009 unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to the Freedom of Information and Privacy Office, Defense Threat Reduction Agency, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6201

**FOR FURTHER INFORMATION CONTACT:** Ms. Brenda Carter at (703) 767-1771.

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

The proposed system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on November 7, 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.*

**HDTRA 013****SYSTEM NAME:**

Assignment and Correspondence Tracking System.

**SYSTEM LOCATION:**

Headquarters, Defense Threat Reduction Agency (DTRA), Office of the Chief of Staff, *Attn:* Deputy Chief of Staff/Administration, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

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

Individuals assigning, responding to, or subjects of, correspondence and assignments.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records may contain an individual's name, Social Security Number (SSN) within supporting documents, physical and electronic, home and duty addresses, and phone numbers, security clearance data, military or civilian rank/grade, and correspondence or supporting documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and E.O. 9397 (SSN).

**PURPOSE(S):**

Establish an electronic system to improve the ability of DTRA to control assignments, correspondence, document actions taken, and locate records for reference purposes. The system is used to initiate, manage, and track assignments coming from outside DTRA as well as those generated within DTRA at the Director, Deputy Director, Chief of Staff, or Enterprise to Enterprise level.

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

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

To officials and employees of the U.S. Government, contractors, other Government agencies, and private sector entities in the performance of their official duties as they relate to clarifying issues arising from assignments and correspondence under the Assignment and Correspondence Tracking System.