

B0502-03**SYSTEM NAME:**

Master Billet/Access Record.

SYSTEM LOCATION:

Primary system is located at the Special Security Office, Defense Mapping Agency Headquarters, 8613 Lee Highway, Fairfax, VA 22031-2137.

Decentralized segments exist at the DMA Hydrographic/Topographic Center; DMA Aerospace Center; DMA Reston Center; and the DMA Systems Center. Official mailing addresses are published as an appendix to DMA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All DMA employees and contractor personnel who have been indoctrinated for access to Sensitive Compartmented Information (SCI) or have been granted a clearance level. In addition, employees of other government agencies are included for the period during which their security clearance or SCI access status is permanently certified to DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may contain for an individual the following: Name, rank/grade, military component or civilian status, Social Security Number, SCI billet number and title, SCI accesses authorized and held, date background investigation completed, date indoctrinated, date and state of birth, company or agency, type of badge the individual is eligible to receive, type of clearance held.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12356, National Security Information and E.O. 9397.

PURPOSE(S):

To identify and verify DMA personnel authorized access to SCI in order to control access to secure areas for use of classified information, for periodic re-indoctrination (re-briefing) of employees for SCI access, for periodic security education and training, and for control and reissue of identification badges.

To certify personnel SCI access status to the Defense Intelligence Agency for updating the Security Management Information System.

To verify visit approval and/or access to classified material through Security Specialists/Assistants, DMA Security Police and other contract security guards at DMA.

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 is used to certify and verify SCI access status to other government agencies.

The 'Blanket Routine Uses' set forth at the beginning of DMA'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 file server database for retrieval through visual display terminals and line printers.

RETRIEVABILITY:

Files are retrieved by name and at least one other personal identifier, such as a date of birth, place of birth, Social Security Number or military service number. Files may also be retrieved by billet number.

SAFEGUARDS:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Transmission of system data between DMA components is by secure mail channels. Access to the database is password-protected.

RETENTION AND DISPOSAL:

Destroy two years after transfer, reassignment or separation of the individual from DMA.

SYSTEM MANAGER(S) AND ADDRESS:

Security Policy Division, ST A-15, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Security Policy Division, ST A-15, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Security Policy Division, ST A-15, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

Written requests for information should contain the full name of the individual, Social Security Number, current address and telephone number. For personal visits, the individual should be able to furnish personal identification containing his/her full name, Social Security Number, physical description, photograph, and signature.

CONTESTING RECORD PROCEDURES:

DMA's rules for accessing records and contesting contents and appealing initial agency determinations are published in DMA Instruction 5400.11; 32 CFR part 320; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Information is supplied by the individual concerned through completion of the Personal History Statement DD Form 398. The basis for billet entries are security clearance or access approval messages or correspondence from the Defense Intelligence Agency; bases for incumbent entries are indoctrination oaths executed by incumbents at time of indoctrination.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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Department of the Air Force**USAF Scientific Advisory Board Meeting**

The USAF Scientific Advisory Board's New World Vistas Directed Energy Panel will meet from 8:00 a.m. to 5:00 p.m. on 8 June 1995 at Kirtland Air Force Base, NM.

The purpose of these meetings are to receive briefings and to have discussions concerning Directed Energy. These meetings will be closed to the public in accordance with Section 552b of Title 5, United States Code, specifically subparagraphs (1) and (4).

For further information, contact the SAB Secretariat at (703) 697-8404.

Patsy J. Conner,

Air Force Federal Register Liaison Officer.

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USAF Scientific Advisory Board Meeting

The Aircraft & Propulsion Panel of the USAF Scientific Advisory Board will meet on 16-17 May 1995 at The ANSER Corporation, 1215 Jefferson Davis