

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

Records are maintained on electronic media.

**RETRIEVABILITY:**

Retrieved by individual's name and Social Security Number.

**SAFEGUARDS:**

Records are accessed by persons responsible for servicing the records and others who are authorized by the DFAS systems administrator at DFAS Cleveland, to use the record system in performance of their official duties. records are stored in secured office buildings protected by guards and controlled by screening of personnel and the registration of visitors.

**RETENTION AND DISPOSAL:**

Disposition pending (until National Archives and Records Administration has approved the retention and disposal schedule, treat records as permanent).

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

Assistant General Counsel,  
Garnishment Operations, Defense Finance and Accounting Service—Cleveland, 1240 East Ninth Street, PO Box 998002, Cleveland, OH 44199-8002.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Privacy Act Officer, Defense Finance and Accounting Service—Cleveland, 1240 East Ninth Street, Cleveland, OH 44199-8006.

Individuals should provide their full name and Social Security Number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquires to Privacy Act Officer, Defense Finance and Accounting Service—Cleveland, 1240 East Ninth Street, Cleveland, OH 44199-8006.

Individuals should provide their full name and Social Security Number.

**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 Privacy Act Officer at any DFAS Center.

**RECORDS SOURCE CATEGORIES:**

Defense Finance and Accounting Service payroll systems.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 02-29818 Filed 11-27-02; 8:45 am]

**BILLING CODE 5001-08-P**

**DEPARTMENT OF DEFENSE****Office of the Inspector General****Privacy Act of 1974; System of Records**

**AGENCY:** Office of the Inspector General, DoD.

**ACTION:** Notice to add and delete systems of records.

**SUMMARY:** The Office of the Inspector General, DoD is adding a system of records notice to its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended, and deleting a system of records.

**DATES:** This proposed action will be effective without further notice on December 30, 2002, unless comments are received which result in a contrary determination.

**ADDRESSES:** Office of the Inspector General, Department of Defense, 400 Army Navy Drive, Arlington, VA 22202-4704.

**FOR FURTHER INFORMATION CONTACT:** Mr. Gary Dressel at (703) 604-8920.

**SUPPLEMENTARY INFORMATION:** The Office of the Inspector General, DoD 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 13, 2002, to the House Committee on 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: November 18, 2002.

**Patricia L. Toppings,**

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

**Deletion****CIG-07****SYSTEM NAME:**

Decision Support System (DSS)—OAIG—AUD (February 22, 1993, 58 FR 10213).

**REASON:**

The records are being consolidated into the Inspector General system of records CIG 20, entitled "Defense Audit Management Information System (DAMIS)."

**Addition****CIG-20****SYSTEM NAME:**

Defense Audit Management Information System (DAMIS).

**SYSTEM LOCATION:**

Soza and Company, Ltd., 8550 Arlington Boulevard, Fairfax, VA 22031-4634.

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

All active personnel employed by the Office of the Assistant Inspector General for Auditing, the Naval Audit Service, the Army Audit Agency, and the Air Force Audit Agency.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individual's name, current employment status, training courses scheduled and received, pay grade, handicap code, duty address, security clearance, audit project position, education, number of training days, entered on duty date, date of release, and employee status code.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; DoD Directive 5106.1, Inspector General of the Department of Defense; and DoD Directive 8320.1, DoD Data Administration.

**PURPOSE(S):**

Information is used to maximize staff resources and to provide audit cost summary data; to track staff hours allocated towards audit preparation and active audit projects which will allow for more effective scheduling of unassigned personnel and to categorize indirect time expended for end-of-year reporting; to plan workloads, to schedule travel, and to control travel costs on assigned audit projects; to assist in providing time and attendance

to the centralized payroll system; and to schedule and track training.

**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 DoD "Blanket Routine Uses" set forth at the beginning of the OIG 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:**

Automated records are maintained on electronic storage media/magnetic tape.

**RETRIEVABILITY:**

Records are retrieved by individual's name.

**SAFEGUARDS:**

Access to DAMIS is protected through the use of assigned user/ID's and passwords for entry to the different subsystem applications. Once entry is acknowledged by the system, individual(s) are only allowed to perform predefined transactions/processes on files according to their access levels and functionality.

**RETENTION AND DISPOSAL:**

Disposition pending (until the National Archives and Records Administration has approved a retention and disposal schedule for these records, treat the records as permanent).

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

Technical Director, Analysis, Planning, and Quality Assurance Division, Office of the Assistant Inspector General for Auditing, Office of the Inspector General, DoD, 400 Army Navy Drive, Arlington, VA 22202-4704.

**NOTIFICATION PROCEDURE:**

Individuals seeking access to records about themselves contained in this system of records should address written requests to the Chief, Freedom of Information Act/Privacy Act Office, 400 Army Navy Drive, Arlington, VA 22202-4704.

Written request should contain the individual's full name, signature and work organization.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this

system of records should address written requests to the Chief, Freedom of Information Act/Privacy Act Office, 400 Army Navy Drive, Arlington, VA 22202-4704.

Written request should contain the individual's full name, signature and work organization.

**CONTESTING RECORD PROCEDURES:**

The OIG's rules for accessing records and for contesting contents and appealing initial agency determinations are published in 32 CFR part 312 or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

From the subject individual and activity supervisors.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 02-29819 Filed 11-27-02; 8:45 am]

**BILLING CODE 5001-08-P**

**DEPARTMENT OF DEFENSE**

**Department of the Air Force**

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

**AGENCY:** Department of the Air Force, DoD.

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

**SUMMARY:** The Department of the Air Force is proposing to delete one system of records and add another system of records to 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 December 30, 2002, unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to the Air Force Privacy Act Manager, AF-CIO/P, 1155 Air Force Pentagon, Washington, DC 20330-1155.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Anne Rollins at (703) 601-4043 or DSN 329-4043.

**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 reports, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on November 13, 2002, to the House Committee on 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: November 18, 2002.

**Patricia L. Toppings,**

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

**Deletion**

**F031 11 SPS B**

**SYSTEM NAME:**

Personnel Security Clearance and Investigation Records (June 11, 1997, 62 FR 31793).

**REASON:**

Records are being incorporated into the Department of the Air Force system of records notice F031 DoD A, entitled, "Joint Personnel Adjudication System."

**Addition**

**F031 DoD A**

**SYSTEM NAME:**

Joint Personnel Adjudication System (JPAS).

**SYSTEM LOCATION:**

*Primary location:* Department of the Air Force, Air Force Central Adjudication Facility, DoD Joint Personnel Adjudication System Program Office, 229 Brookley Avenue, Bolling Air Force Base, Washington, DC 20332-7040.

*Secondary locations:* The Department of Defense eight central adjudication facilities are located as follows:

Department of the Army, Central Personnel Security Clearance Facility, Fort George G. Meade, MD 20755-5250; Department of the Navy, Naval Criminal Investigative Service, Central Adjudication Facility, 716 Sicard Street, SE., Washington Navy Yard, DC 20388-5329;

Office of the Secretary of Defense, Washington Headquarters Service, Consolidated Adjudication Facility, 1777 North Kent Street, Suite 12047, Arlington, VA 22209-2164;

Defense Intelligence Agency, 3100 Clarendon Boulevard, Arlington, VA 22201-5320;

Defense Office of Hearing Appeals, 4015 Wilson Boulevard, Arlington, VA 22203-0656;

National Security Agency, Fort George G. Meade, MD 20755-6000;

Joint Chiefs of Staff, Directorate for Information Management, Joint Staff