

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:

The DoD Blanket Routine Uses that appear at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system.”

\* \* \* \* \*

#### RETENTION AND DISPOSAL:

Delete entry and replace with “Applicant records are destroyed three years after superseded or when no longer needed.

Employee records are destroyed three years after separation from the agency or all appeals are concluded whichever is later.”

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

Delete entry and replace with “Assistant Director, Labor and Management Employee Relations Division, Human Resources Directorate, Washington Headquarters Services, 4800 Mark Center Drive, Alexandria, VA 20350–3200.”

#### NOTIFICATION PROCEDURES:

Delete entry and replace with “Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to Assistant Director, Labor and Management Employee Relations Division, Human Resources Directorate, Washington Headquarters Services, 4800 Mark Center Drive, Alexandria, VA 20350–3200.

Signed, written requests must contain individual’s name and address.”

#### RECORD ACCESS PROCEDURES:

Delete entry and replace with “Individuals seeking to access records 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 must contain the name and number of this System of Records Notice, the individual’s name and address.”

#### CONTESTING RECORD PROCEDURES:

Delete entry and replace with “The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in Office of the Secretary of

Defense Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.”

\* \* \* \* \*

[FR Doc. 2014–19932 Filed 8–21–14; 8:45 am]

BILLING CODE 5001–06–P

## DEPARTMENT OF DEFENSE

### Office of the Secretary

[Docket ID: DoD–2014–OS–0123]

#### Privacy Act of 1974; System of Records

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

**ACTION:** Notice to add a New System of Records.

**SUMMARY:** The Office of the Secretary of Defense proposes to add a new system of records, DHRA 14 DoD, entitled “Commercial Travel Information Management System” to its inventory of record systems subject to the Privacy Act of 1974, as amended.

This system establishes a repository of DoD travel records consisting of travel booked within the Defense Travel System as well as through commercial travel vendors in order to satisfy reporting requirements; identify and notify travelers in potential distress due to natural or man-made disaster; assist in the planning, budgeting, and allocation of resources for future DoD travel; conduct oversight operations; analyze travel, budgetary, or other trends; detect fraud and abuse; and respond to authorized internal and external requests for data relating to DoD official travel and travel related services, including premium class travel.

To provide Web site registered guests an online customer support site for submitting inquiries regarding commercial travel within the DoD, including assistance with DTS.

**DATES:** Comments will be accepted on or before September 22, 2014. This proposed action will be effective the day 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 <http://dpclo.defense.gov/>.

The proposed system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on July 10, 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: August 19, 2014.

**Aaron Siegel,**

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

#### DHRA 14 DoD

##### SYSTEM NAME:

Commercial Travel Information Management System.

##### SYSTEM LOCATION:

Network Enterprise Center, 1422 Sultan Road, Fort Detrick, MD 21702–9200.

Defense Enterprise Computing Center, 8705 Industrial Boulevard, Building 3900, Tinker AFB, OK 73145–3352.

Back-up: Defense Travel Management Office, 4800 Mark Center Drive, Alexandria, VA 22350–9000.

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

DoD civilian personnel; active, former, and retired military members; Reserve and National Guard personnel;

military academy nominees, applicants, and cadets; foreign national civilian personnel in receipt of DoD issued invitational travel orders; dependents of DoD sponsors who are accompanying the DoD sponsor on travel; and all other individuals in receipt of DoD travel orders. Registered Web site guests submitting inquiries regarding DoD commercial travel.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

For DoD travelers, information from commercial travel booking systems and the Defense Travel System (DTS): Name, Social Security Number (SSN), truncated SSN, gender, date of birth, email address, Service/Agency, organizational information, mailing address, home address, home, business, and cellular phone numbers, emergency contact information, duty station information, title/rank, civilian/military status information, travel preferences, frequent flyer information, passport information, DoD ID number, financial information to include government and/or personal charge card account numbers and expiration information, government travel charge card transactions, personal checking and/or savings account numbers, government accounting code/budget information, specific trip information to include travel itineraries (includes dates of travel) and reservations, trip record number, trip cost estimates, travel vouchers, travel-related receipts, travel document status information, travel budget information, commitment of travel funds, records of actual payment of travel funds and supporting documentation.

For foreign national civilians on invitational travel orders: Foreign Identification (ID) Number or Individual Taxpayer ID Number, name, date of birth, and passport information.

For dependents who are accompanying the DoD sponsor on travel: Name, date of birth, and passport information.

For registered Web site guests: Name, phone number, email address; if affiliated with DoD, duty station, rank, DoD ID number; if desiring travel alerts, cellular phone number and cellular phone provider; if requiring assistance with DTS, last four of the SSN.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. Chapter 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 37 U.S.C. 463, Programs of Compliance, Electronic Processing of Travel Claims; DoD Directive 4500.09E,

Transportation and Traffic Management; DoD Directive 5100.87, Department of Defense Human Resources Activity (DoDHRA); DoD Instruction 5154.31, Commercial Travel Management; DoD Financial Management Regulation 7000.14-R, Vol. 9, Travel Policy; DoD 4500.9-R, Defense Transportation Regulation (DTR), Parts I-V; 41 C.F.R. 300-304, Federal Travel Regulation System; The Joint Federal Travel Regulation (Vol. 1) (Uniformed Service Members); The Joint Travel Regulation (Vol. 2) (Department of Defense Civilian Personnel); and E.O. 9397 (SSN), as amended.

**PURPOSE(S):**

To establish a repository of DoD travel records consisting of travel booked within DTS as well as through commercial travel vendors in order to satisfy reporting requirements; identify and notify travelers in potential distress due to natural or man-made disaster; assist in the planning, budgeting, and allocation of resources for future DoD travel; conduct oversight operations; analyze travel, budgetary, or other trends; detect fraud and abuse; and respond to authorized internal and external requests for data relating to DoD official travel and travel related services, including premium class travel.

To provide Web site registered guests an online customer support site for submitting inquiries regarding commercial travel within the DoD, including assistance with DTS.

**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 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:

The DoD Blanket Routine Uses set forth at the beginning of the Office of the Secretary of Defense (OSD) compilation of systems of records notices may apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

**STORAGE:**

Electronic storage media.

**RETRIEVABILITY:**

Name, email address, passport number, SSN, and/or DoD ID number.

**SAFEGUARDS:**

Records are stored on secure military installations. Physical controls include

use of visitor registers and identification badges, electronic key card access, and closed-circuit television monitoring. Technical controls including intrusion detection systems, secure socket layer encryption, firewalls, and virtual private networks protect the data in transit and at rest. Physical and electronic access is limited to individuals who are properly screened and cleared on a need-to-know basis in the performance of their official duties. Usernames and passwords, Common Access Cards (CACs), and DoD Public Key Infrastructure (PKI), in addition to role-based access controls are used to control access to the systems data. Procedures are in place to deter and detect browsing and unauthorized access including periodic security audits and monitoring of users' security practices. Backups are stored on encrypted media and secured off-site.

**RETENTION AND DISPOSAL:**

Maintained for six years and then destroyed.

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

Deputy Director, Defense Travel Management Office, 4800 Mark Center Drive, Alexandria, VA 22350-9000.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Deputy Director, Defense Travel Management Office, 4800 Mark Center Drive, Alexandria, VA 22350-9000.

Signed, written requests should contain full name and SSN (or passport number if a foreign national). Web site registered guests should provide full name and email address.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written requests to the OSD/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 contain the name and number of this system of records notice. DoD travelers should provide their full name and SSN; foreign travelers should provide full name and passport number; Web site registered guests should provide full name and email address.

**CONTESTING RECORD PROCEDURES:**

The OSD rules for accessing records, for contesting contents, and appealing initial agency determinations are contained in OSD Administrative

Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual, existing DoD system (DTS), commercial systems (Global Distribution System, Citi).

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 2014-19934 Filed 8-21-14; 8:45 am]

**BILLING CODE 5001-06-P**

**DEPARTMENT OF DEFENSE**

**Department of the Air Force**

[Docket ID: USAF-2014-0026]

**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 proposes to alter a system of records notice, F044 AF SG I, entitled "Civilian Employee Drug Testing Records" in its existing inventory of records systems subject to the Privacy Act of 1974, as amended. This system maintains a record on Air Force military and civilian personnel to track the identification, notification, testing, and retesting for drug usage.

**DATES:** Comments will be accepted on or before September 22, 2014. This proposed action will be effective the day 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:** Mr. Charles J. Shedrick, Department of the

Air Force Privacy Office, Air Force Privacy Act Office, Office of Warfighting Integration and Chief Information Officer, ATTN: SAF/CIO A6, 1800 Air Force Pentagon, Washington, DC 20330-1800, or by phone at (571)256-2515.

**SUPPLEMENTARY INFORMATION:** The Department of the Air Force's 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 Web site at <http://dpclo.defense.gov/>. The proposed systems reports, as required by 5 U.S.C. 552a(r) of the Privacy Act, as amended were submitted on July 30, 2014 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: August 19, 2014.

**Aaron Siegel,**

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

**F044 AF SG I**

**SYSTEM NAME:**

Civilian Employee Drug Testing Records (June 11, 1997, 62 FR 31793).

**CHANGES:**

\* \* \* \* \*

**SYSTEM NAME:**

Delete entry and replace with "Air Force Drug Testing Program."

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

Delete entry and replace with "Air Force active duty, reserve, national guard and civilian personnel who are required to participate in the Air Force drug screening program."

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete entry and replace with "Name, Social Security Number (SSN) and/or Department of Defense Identification number (DoD ID number) Self-identification records; requests for testing submitted by employees, supervisors, and commanders; testing notification; documentary evidence in support of testing decision; chain of custody records regarding testing samples; reports of testing results;

records relating to the type and quality of testing performed; documentary evidence submitted by employee or applicant in rebuttal of test results; reports of medical findings regarding test results; disciplinary/adverse action records to include notification of proposed action and documentary evidence submitted in support thereof, employee's response and documentary evidence submitted in support thereof, and management's action; referrals to counseling/rehabilitation services; and records regarding employee's consent for release of information concerning counseling/rehabilitation progress."

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

Delete entry and replace with "5 U.S.C. 7301, Presidential Regulations; 10 U.S.C. 8013, Secretary of the Air Force: Powers and Duties, delegation by; DoD Directive 1010.9, DoD Civilian Employee Drug-Free Workplace Program; E.O. 12564, Drug-free Federal Workplace; AFI 44-120, Military Drug Demand Reduction Program, and E.O. 9397 (SSN), as amended."

**PURPOSE(S):**

Delete entry and replace with "To maintain a record on individuals who are identified as having a positive drug test from a random or command directed urinalysis. These records will be used for identifying, tracking, notifying, and retesting of those individuals."

\* \* \* \* \*

**STORAGE:**

Delete entry and replace with "Electronic storage media."

**RETRIEVABILITY:**

Delete entry and replace with "Name, SSN and/or DoD ID number."

**SAFEGUARDS:**

Delete entry and replace with "Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are only accessed by authorized personnel with Common Access Card (CAC) and need-to-know."

**RETENTION AND DISPOSAL:**

Delete entry and replace with "Electronic records are destroyed after five years. Electronic records are destroyed by erasing, deleting, or overwriting."

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

Delete entry and replace with "Headquarters, Air Force Drug Testing