

to themselves will be processed in accordance with these procedures and consistent with the exemptions claimed. Requests for records which do not specify the statute pursuant to which they are made but which may be reasonably construed to be requests by an individual for records pertaining to that individual will also be processed in accordance with these procedures and consistent with exemptions claimed. To the extent appropriate, these procedures apply to records maintained by this Agency pursuant to system of records notices published by the Civil Service Commission. The primary category of records affected by a Commission notice is that maintained in conjunction with the CSC system identified as "CSC-Retirement Life Insurance and Health Benefits Records System." Authority pursuant to 44 U.S.C. 3101 to maintain each system of records for which notice has been published is implied in each "authority for maintenance of a system" of each systems notice.

**§322.2 Definitions.**

(a) *Access to the NSA headquarters:* means current and continuing daily access to those facilities making up the NSA headquarters.

(b) *Individual:* means a natural person who is a citizen of the United States or an alien lawfully admitted for permanent residence.

(c) *Request:* means a request in writing for records pertaining to the requester contained in a system of records and made pursuant to the Privacy Act or if no statute is identified considered by the Agency to be made pursuant to that Act.

(d) *System of Records:* means a grouping of records maintained by the Agency for which notice has been published in the FEDERAL REGISTER pursuant to section 552a(e)(4) of Title 5 U.S.C.

**§322.3 Procedures for requests concerning individual records in a system of records.**

(a)(1) *Notification.* Any individual may be notified in response to a request if any system of records contains a record pertaining to the requester by sending a request addressed to: Information Officer, National Security

Agency, Fort George G. Meade, Maryland 20755. Such request shall be in writing, shall be identified on the envelope and the request as a "Privacy Act Request," shall designate the system or systems of records using the names of the systems as published in the system notices, shall contain the full name, present address, date of birth, social security number and dates of affiliation or contact with NSA/CSS of the requester and shall be signed in full by the requester.

(2) A request pertaining to records concerning the requester which does not specify the Act pursuant to which the request is made shall be processed as a Privacy Act request. A request which does not designate the system or systems of records to be searched shall be processed by checking the following systems of records: Applicants; Personnel; Health, Medical and Safety.

(b)(1) *Identification.* Any individual currently not authorized access to the National Security Agency headquarters who requests disclosure of records shall provide the following information with the written request for disclosure: full name, present address, date of birth, social security number, and date of first affiliation or contact with NSA/CSS and date of last affiliation or contact with NSA/CSS.

(2) Any individual currently authorized access to the National Security Agency headquarters shall provide the following information with the request for notification: full name, present organizational assignment, date of birth, social security number.

(3) Such request shall be treated as a certification of the requester that the requester is the individual named. Individuals should be aware that the Privacy Act provides criminal penalties for any person who knowingly and willfully requests or obtains any records concerning an individual under false pretenses.

**§322.4 Times, places and procedures for disclosures.**

(a) Individual not currently affiliated with NSA:

(1) *Request procedure.* Any individual currently not authorized access to the

National Security Agency headquarters shall make the request for notification in writing and shall include the required identifying data. Upon verification of the existence in systems of records pertaining to the requester, a copy of the records located shall be mailed to the requester subject to appropriate specific exemptions, applicable Public Laws, special procedures pertaining to medical records, including psychological records, and the exclusion for information compiled in reasonable anticipation of a civil action or proceeding. If the request cannot be processed within ten working days from the time of receipt of the request, an acknowledgment of receipt of the request will be sent to the requester.

(2) *Appointment of other individual.* If a requester wishes another individual to obtain the requested records on his behalf, the requester shall provide a written, signed, notarized statement appointing that individual as his representative, certifying that the individual appointed may have access to the records of the requester and that such access shall not constitute an invasion of the privacy of the requester nor a violation of his rights under the Privacy Act of 1974.

(b) *Individual currently affiliated with NSA—(1) Request procedure.* Any individual currently authorized access to the National Security Agency headquarters may make the request for notification to the appropriate official delegated responsibility for a system of records pursuant to internal agency regulations pertaining to the Privacy Act of 1974. In the alternative, such individual may direct the request to the NSA Information Officer in writing in the same form and including the data required in §322.4(a)(1) above. In the case of any denial of notification by officials delegated responsibility for a system the request shall be referred to the NSA Information Officer for review.

(2) *Appointment of other individual.* If the requester makes a request pursuant to this paragraph and wishes to designate another individual to accompany him, the same procedures as provided in paragraph (a)(2) of this section apply. If the individual appointed is

currently authorized access to the National Security Agency headquarters, he may accompany the requester. If the individual appointed is not currently authorized access, a copy of the records located may be mailed to the appointed individual subject to appropriate specific exemptions, applicable Public Laws, special procedures pertaining to medical records including psychological records, and the exclusion for information compiled in reasonable anticipation of a civil action or proceeding.

[40 FR 44294, Sept. 25, 1975. Redesignated at 56 FR 55631, Oct. 29, 1991, as amended at 56 FR 57803, Nov. 14, 1991]

#### **§322.5 Medical or psychological records.**

If the request includes records of a medical or psychological nature, and if an Agency doctor makes the determination that the records requested contain information which would have an adverse effect upon the requester, the requester will be advised to appoint a medical doctor in the appropriate discipline to receive the information. The appointment of the doctor shall be in the same form as that indicated in §322.4(a)(2) and shall include a certification that the doctor appointed is authorized to practice the appropriate specialty by virtue of a license to practice same in the state which granted the license.

[40 FR 44294, Sept. 25, 1975. Redesignated at 56 FR 55631, Oct. 29, 1991, as amended at 56 FR 57803, Nov. 14, 1991]

#### **§322.6 Parents or legal guardians acting on behalf of minor applicants and employees.**

Parents or legal guardians acting on behalf of minors who request records concerning NSA/CSS applicants or employees who are minors shall be subject to the same requirements contained in §322.4(a)(1) appointment of other individuals, including the requirement for written authorization. Requests by parents or legal guardians acting on behalf of minors will be processed in the same manner and in accordance with the procedures established herein