

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Travel order, transportation authorizations, and passenger name records. Categories of information in the passenger name record include, but are not limited to: name, grade, seats required; reservation identification code, which is assigned by a requesting activity or individual passengers and is the Social Security Number or pseudo Social Security Number or Passport Number; origin; destination; requested travel dates, routing indicator (identifies the activity/installation requesting the reservation); cancellation and standby codes (identifies the reason the passenger did not depart as scheduled); flight number; departure date and reporting time, and other administrative coding as determined by a Service activity or HQ AMC to facilitate the completion of travel to include baggage tracer and billing actions. The passenger name record is a complete listing of all transportation related administrative actions related to individual passengers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 8013, Secretary of the Air Force and E.O. 9397 (SSN).

**PURPOSE(S):**

Passenger name records are used to prepare aircraft manifests for passenger identification processing and movement on military aircraft, commercial contract (charter) aircraft, and on seats reserved (blocked) on regularly scheduled commercial aircraft at military and civilian airports. Records in this system are also used to:

- (a) Develop billing data to the user Military Services or other organizations;
- (b) Determine passenger movement trends;
- (c) Forecast future travel requirements; and
- (d) Identify, research, and resolve transportation related problems.

**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 customs officials for the purpose of notifying foreign countries of personnel and equipment arrivals.

Records from the system are routinely disclosed to other Federal agencies and offices providing transportation, and to civilian airlines and airports for transportation services, developing billing data, manifesting passengers, and

for forecasting future transportation requirements.

The 'Blanket Routine Uses' published at the beginning of the Air Force'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:**

Maintained in file folders, notebooks/binders, card files, computers, computer output products, paper printouts, computer magnetic tapes, disks, microfiche or rolled microfilm.

**RETRIEVABILITY:**

Records on this system may be retrieved by any of the following means: Name; Reservation Identification Code; Social Security Number; flight number; movement channel; type transaction; type travel; special passenger category; type standby code, or passenger cancellation reason code.

**SAFEGUARDS:**

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 stored in locked rooms and cabinets. Those in computer storage devices are protected by computer system software.

**RETENTION AND DISPOSAL:**

Transportation authorizations and orders are retained in office files for two years after the annual cutoff, then destroyed. Other records in the system are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. These records are destroyed by one of the following means: tearing into pieces, shredding, pulping, macerating, burning, or degaussing in the case of magnetic computer media.

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

Director, Aerial Port Operations, Headquarters, Air Mobility Command, 402 Scott Drive, Unit 3A1, Scott Air Force Base, IL 62225-5302.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information on themselves should address inquiries to or visit the Headquarters, Air Mobility Command/Aerial Port Operation (DON), 402 Scott Drive, Unit 3A1, Scott Air Force Base, IL 62225-5302.

Full name, reservation identification code, and movement channel are required for inquiries.

**RECORD ACCESS PROCEDURES:**

Individuals seeking to access records about themselves contained in this system should address requests to the Headquarters, Air Mobility Command/Aerial Port Operation (DON), 402 Scott Drive, Unit 3A1, Scott Air Force Base, IL 62225-5302.

Full name, reservation identification code, and movement channel are required for inquiries.

**CONTESTING RECORD PROCEDURES:**

The Air Force rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Information obtained from military transportation and personnel activities, individuals requesting air travel or from other agencies designated to arrange air passenger reservations.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.  
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BILLING CODE 5001-10-F

**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 delete records systems.

**SUMMARY:** The Department of the Air Force proposes to delete seven systems of records notices from its inventory of records systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. **DATES:** The actions will be effective on September 2, 1999, unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to the Air Force Access Programs Manager, Headquarters, Air Force Communications and Information Center/ITC, 1250 Air Force Pentagon, Washington, DC 20330-1250.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Anne Rollins at (703) 588-6187.

**SUPPLEMENTARY INFORMATION:** The Department of the Air Force's record system notices for records systems 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 deletions are not within the purview of subsection (r) of the

Privacy Act (5 U.S.C. 552a), as amended, which would require the submission of a new or altered system report for each system.

Dated: July 28, 1999.

**L. M. Bynum,**

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

**F023 AFMC A**

**SYSTEM NAME:**

Equipment Maintenance Management Program (EMMP) (*June 11, 1997, 62 FR 31793*).

Reason: System of records is no longer being maintained. All records have been destroyed.

**F024 USAFE A**

**SYSTEM NAME:**

Customs Control Records (*June 11, 1997, 62 FR 31793*).

Reason: System of records is no longer being maintained. All records have been destroyed.

**F031 AFMC B**

**SYSTEM NAME:**

Space Human Assurance and Reliability Program (SHARP) (*June 11, 1997, 62 FR 31793*).

Reason: System of records is no longer being maintained. All records have been destroyed.

**F036 AFMA A**

**SYSTEM NAME:**

Merit Promotion File (*June 11, 1997, 62 FR 31793*).

Reason: Records being maintained are covered under the government-wide system of records notice OPM/GOVT-1, General Personnel Records.

**F036 AFCA A**

**SYSTEM NAME:**

Officer Quality Force Management Records (*June 11, 1997, 62 FR 31793*).

Reason: System of records is no longer being maintained. All records have been destroyed.

**F036 AFMC C**

**SYSTEM NAME:**

Air Force Materiel Command (AFMC) Senior Civilian Information File (*June 11, 1997, 62 FR 31793*).

Reason: System of records is no longer being maintained. All records have been destroyed.

**F038 SSG A**

**SYSTEM NAME:**

Center Automated Manpower and Update System (CAMPUS) (*June 11, 1997, 62 FR 31793*).

Reason: System of records is no longer being maintained. All records have been destroyed.

[FR Doc. 99-19806 Filed 8-2-99; 8:45 am]

BILLING CODE 5001-10-F

**DEPARTMENT OF DEFENSE**

**Defense Logistics Agency**

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

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

**ACTION:** Notice to amend record systems.

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

**DATES:** The action will be effective on September 2, 1999, unless comments are received that would result in a contrary determination.

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

**FOR FURTHER INFORMATION CONTACT:** Ms. Susan Salus at (703) 767-6183.

**SUPPLEMENTARY INFORMATION:** The Defense Logistics Agency's record system notices for records systems 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 Defense Logistics Agency proposes to amend a system of records notice in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The changes to the system of records 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 new or altered systems report. The record system being amended is set forth below, as amended, published in its entirety.

Dated: July 28, 1999.

**L. M. Bynum,**

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

**S300.10 CAH**

**SYSTEM NAME:**

Voluntary Leave Transfer Program Records (*October 13, 1994, 59 FR 51965*).

**CHANGES:**

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**SYSTEM LOCATION:**

Delete first sentence and replace with 'Headquarters, Defense Logistics Agency, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221, and the Human Resources Offices of the Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).'

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**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete '(Assistant Secretaries of Defense)' and replace with '(Under Secretary of Defense for Personnel and Readiness).'

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**SAFEGUARDS:**

Delete entry and replace with 'Records are maintained in areas accessible only to DLA personnel who must use the records to perform their duties. The computer files are password protected with access restricted to authorized users. Records are secured in locked or guarded buildings, locked offices, or locked cabinets during nonduty hours.'

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**RECORD SOURCE CATEGORIES:**

Delete entry and replace with 'Record subject; personnel and leave records; and medical certification and similar data.'

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**S300.10 CAH**

**SYSTEM NAME:**

Voluntary Leave Transfer Program Records.

**SYSTEM LOCATION:**

Headquarters, Defense Logistics Agency, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6221, and the Human Resources Offices of the Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

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

Individuals who have volunteered to participate in the leave transfer program as either a donor or a recipient.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Leave recipient records contain the individual's name, organization, office telephone number, Social Security Number, position title, grade, pay level, leave balances, number of hours requested, brief description of the medical or personal hardship which qualifies the individual for inclusion in the program, the status of that hardship, and a statement that selected data elements may be used in soliciting donations.