

DEPARTMENT OF THE INTERIOR**Office of the Secretary****Privacy Act of 1974; As Amended; Revisions to the Existing System of Records**

AGENCY: Office of the Secretary, Department of the Interior.

ACTION: Proposed revisions to an existing system of record.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-52, "Passport and Visa Records." The revisions will update the address of the system location and the system manager.

EFFECTIVE DATE: These actions will be effective on or before April 2, 1999.

FOR FURTHER INFORMATION CONTACT: Chief, Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

SUPPLEMENTARY INFORMATION: In this notice, the Department of the Interior is amending OS-52, "Passport and Visa Records," to update the address of the system location and system manager. Accordingly, the Department of the Interior proposed to amend the "Passport and Visa Records," OS-52 system notice in its entirety to read:

Sue Ellen Sloca,

Office of the Secretary Privacy Act Officer, National Business Center.

INTERIOR/OS-52**SYSTEM NAME**

Passport and Visa Records—Interior, OS-52

SYSTEM LOCATION:

Division of Financial Management Services, National Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

- (1) Employees of the Department of the Interior who travel on official business.
- (2) Employees of independent agencies, councils, and commissions who are provided administrative support by the Department of the Interior who travel on official business.
- (3) Individuals who travel on official business on behalf of the Department of the Interior.

CATEGORIES OF RECORDS IN THE SYSTEM:

Passports and visas.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

22 U.S.C. 211a.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary purpose of the system is to initiate, obtain and maintain passports and visas.

Disclosures outside the Department of the Interior may be made:

- (1) To other Federal agencies, to transfer passports and visas.
- (2) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the purpose for which the records were compiled.
- (3) To appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation of or for enforcing or implementing a statute, rule, regulation, order or license, when the disclosing agency becomes aware of information indicating a violation or potential violation of a statute, rule, regulation, order or license.
- (4) To a congressional office in connection with an inquiry an individual covered by the system has made to the congressional office.

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

Passports and visas are stored in a locked safe.

RETRIEVABILITY:

Passports and visas are filed and retrieved by the name of the individual to whom they are assigned.

SAFEGUARDS:

Passports and visas are stored in a locked room in a manipulation-proof, three-way-combination-lock, steel safe. Access to records is granted only to authorized personnel.

RETENTION AND DISPOSAL:

General Records Schedule No. 9, Item No. 4.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Financial Management Services, National

Business Center, U.S. Department of the Interior, 1849 C Street NW, MS-1313 MIB, Washington, DC 20240.

NOTIFICATION PROCEDURES:

Inquiries regarding the existence of records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

RECORD ACCESS PROCEDURES:

A request for access to records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

CONTESTING RECORD PROCEDURES:

A request for amendment of records shall be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

RECORD SOURCE CATEGORIES:

Employees of the Department who travel on official business; employees of independent agencies, councils, and commissions who are provided administrative support by the Department who travel on official business; and individuals who travel on official business on behalf of the Department.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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DEPARTMENT OF THE INTERIOR**Office of Aircraft Services****Privacy Act of 1974; As Amended; Revisions to the Existing System of Records**

AGENCY: Office of Aircraft Services, Department of the Interior.

ACTION: Proposed revisions to an existing system of records.

SUMMARY: In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of Aircraft Services is issuing public notice of its intent to modify an existing Privacy Act system of records, DOI-07, "Federal and Non-Federal Aviation Personnel, Equipment, and Mishap Information System." The revisions will reflect the reorganization of the Northwest Area Office and update the address of the Alaska Regional Office.

EFFECTIVE DATE: These actions will be effective April 7, 1999.