

species or of state-listed endangered and threatened species;

c. Floodplains and wetlands;

d. Natural areas such as Federally- and state-designated wilderness areas, National Parks, National Natural Landmarks, Wild and Scenic Rivers, coastal zones, state and Federal wildlife refuges, and marine sanctuaries;

e. Prime agricultural lands; and

f. Special sources of water (such as Class I groundwater, sole-source aquifers, wellhead protection areas and other water sources that are vital in a region).

[FR Doc. 90-21103 Filed 9-6-90; 8:45 am]

BILLING CODE 6450-01-M

United States Federal Register

Friday
September 7, 1990

Part IX

Federal Emergency Management Agency

Privacy Act of 1974; Revisions and
Deletions of Systems of Records; Notice

FEDERAL EMERGENCY MANAGEMENT AGENCY

Privacy Act of 1974; Revisions and Deletions of Systems of Records

AGENCY: Federal Emergency Management Agency.

ACTION: Revisions to and deletions of systems of records.

SUMMARY: Pursuant to the requirements of the Privacy Act of 1974, 5 U.S.C. 552a, and Office of Management and Budget Circular No. A-130, the Federal Emergency Management Agency (FEMA) has completed a review of its Privacy Act systems of records to identify minor revisions to several systems of records due to reorganizational changes and editorial changes which have occurred since the notices were last published; deletion of five systems of records; and proposed routine uses for four systems of records.

To the extent available, we have included specific form numbers for documents maintained within each system of records. We have also revised the retention and disposal section within each system of records to accurately reflect the retention and disposal schedules for particular records.

EFFECTIVE DATES: The deletion of the five system notices identified in the first paragraph under the supplementary information section are effective September 7, 1990. The proposed routine uses for the systems of records notices identified under Nos. 8, 10, 24 and 30, in the **SUPPLEMENTARY INFORMATION**, shall become effective October 9, 1990, without further notice, unless comments necessitate otherwise. Comments are invited regarding the proposed revisions for the systems of records identified under Nos. 8, 10, 24 and 30. All other changes to the systems of records notices contain editorial and administrative changes. These notices shall become effective September 7, 1990.

ADDRESSES: Address comments to the Federal Emergency Management Agency, Attn: Docket Clerk, Office of General Counsel, Room 840, 500 C Street, SW., Washington, DC 20472. Comments received will be available for public inspection at the above address from 9 a.m. to 3:30 p.m., Monday through Friday (except for legal holidays).

FOR FURTHER INFORMATION CONTACT: Linda M. Keener, FOIA/Privacy Specialist, at (202) 646-3840.

SUPPLEMENTARY INFORMATION: As a result of an Agencywide review of the current systems of record, it was found

that five systems are no longer necessary and are being deleted. These systems are identified as: FEMA/NPP-1, Resources Interruption Monitoring System (previously published on January 5, 1987, 52 FR 339 and October 7, 1981, 46 FR 49748); FEMA/NPP-2, Scientific and Technical Information System (previously published on January 5, 1987, 52 FR 340 and January 2, 1985, 50 FR 174); FEMA/GC-2, FEMA Enforcement (Compliance) (previously published on January 5, 1987, 52 FR 333; May 13, 1985, 50 FR 20007; March 11, 1985, 50 FR 9714; December 13, 1984, 49 FR 48612; October 25, 1983, 48 FR 49376; and October 7, 1981, 46 FR 49742); FEMA/PER-3, Disaster Assistance Personnel Reservists Files (previously published on January 5, 1987, 52 FR 346 and October 7, 1981, 46 FR 49750); and FEMA/REG-2, Temporary Housing Files (previously published on January 5, 1987, 52 FR 348; May 13, 1985, 50 FR 20008; October 25, 1983, 48 FR 49376; and October 7, 1981, 46 FR 49749). The Office of General Counsel determined that the Disaster Assistance Employees meet the definition of federal employees under 5 U.S.C. 2105. Thus, they are covered by the government-wide systems of personnel records which are managed by the Office of Personnel Management.

None of the proposed changes in this notice is considered a substantial alteration of the systems. Rather, they include a more accurate description of the retention schedules; changes in the designation of systems managers and location of records; clarification of language to specific sections of some notices to provide a better understanding of what is to be conveyed by that particular section; the deletion of five system or records notices; the renumbering of some systems of records notices; and the addition or clarification of some routine uses in four system notices.

For the convenience of the reader, we are publishing all systems of records which contain revisions in their entirety. The following is a listing of the systems covered by this notice, including the former and current internal identifying numbers and titles, dates the system notices were previously published in the Federal Register and specific changes made to each system:

1. **FEMA/ADM-1, Office Files** (Previously designated as FEMA/ADM-1, Central Files and published on January 5, 1987, 52 FR 327; May 13, 1985, 50 FR 20007; October 25, 1983, 48 FR 49377; and October 7, 1981, 46 FR 49727). Editorial changes have been made to this system notice.

2. **FEMA/ADM-2, Office Services File System** (Previously published on

January 5, 1987, 52 FR 327 and October 7, 1981, 46 FR 49730). Editorial changes have been made to this system notice.

3. **FEMA/ADM-3, Advisory Committee Files** (Previously published on January 5, 1987, 52 FR 328 and October 7, 1981, 46 FR 49729). Editorial changes have been made to this system notice.

4. **FEMA/EX-1, Biographies** (Previously published on January 5, 1987, 52 FR 329 and October 7, 1981, 46 FR 49744). Editorial changes have been made to this system notice.

5. **FEMA/EX-2, President's and Director's Award Nominees** (Previously designated FEMA/NETC-3, President's and Director's Award Nominees and published on January 5, 1987, 52 FR 338 and November 26, 1982, 47 FR 53492). Editorial changes have been made to reflect a transfer of responsibility for this system of records from the former Training and Fire Programs Directorate to the Office of Public and Intergovernmental Affairs, External Affairs Directorate.

6. **FEMA/FIA-1, Federal Crime Insurance Program** (Previously published on January 5, 1987, 52 FR 329; May 13, 1985, 50 FR 20007; February 11, 1985, 50 FR 5684; June 26, 1984, 49 FR 26144; October 25, 1983, 48 FR 49376; and October 7, 1981, 46 FR 49740). Editorial changes have been made to this system notice.

7. **FEMA/FIA-2, National Flood Insurance Application and Related Documents Files** (Previously published on August 9, 1988, 53 FR 29947; July 23, 1988, 53 FR 28437; January 5, 1987, 52 FR 330; May 13, 1985, 50 FR 20007; February 17, 1984, 49 FR 6168; October 25, 1983, 48 FR 49376; and November 26, 1982, 47 FR 53492). Editorial changes have been made to this system notice and mortgage information has been included in the categories of records portion of the notice. This type of data has always been collected except for the date of the mortgage which is being added.

8. **FEMA/GC-1, Claims (litigation)** (Previously published on January 5, 1987, 52 FR 331; May 13, 1985, 50 FR 20007; March 11, 1985, 50 FR 9713; December 13, 1984, 49 FR 48612; October 25, 1983, 48 FR 49376; and October 7, 1981, 46 FR 49741). General routine use No. 1 has been added to this system because all FEMA system of records should be covered by the law enforcement routine use provision. Other editorial changes have been made to this system.

9. **FEMA/GOVT-1, National Defense Executive Reserve System** (Previously published on February 3, 1987, 52 FR

3344). Editorial changes have been made to this system notice.

10. *FEMA/IG, General Investigative Files* (Previously published on October 25, 1983, 48 FR 49376, and October 7, 1981, 46 FR 49473). The routine uses section has been completely revised to conform with the recommendations made by the Council to the Inspector General Task Group. The routine use section has been revised in its entirety. Once the revised routine uses become effective, the prior routine uses will be deleted without further notice unless the revised routine uses necessitate further changes as a result of any comments received during the public comment period. Other editorial changes have been made to this system.

11. *FEMA/NETC-1, Student Application and Registration Records* (Previously published on January 5, 1987, 52 FR 336; May 13, 1985, 50 FR 20007; November 15, 1984, 49 FR 45257; November 26, 1982, 47 FR 53488; October 25, 1983, 48 FR 49376; and March 23, 1983, 48 FR 12133). Editorial changes have been made to this system notice.

12. *FEMA/NETC-2, Emergency Management Training Program Home Study Courses* (Previously published on January 5, 1987, 52 FR 337; March 23, 1983, 48 FR 12133; and November 26, 1982, 47 FR 53490). Editorial changes have been made to this system notice.

13. *FEMA/NETC-3, Records of Alleged Misconduct of Students Attending Training Courses at the National Emergency Training Center* (Previously designated FEMA/NETC-4, Records of Alleged Misconduct of Students Attending Training Courses at the National Emergency Training Center published on January 5, 1987, 52 FR 338 and August 30, 1985, 50 FR 35319). Editorial changes have been made to this system notice.

14. *FEMA/NETC-4, Associate Faculty Tracking System* (Previously designated FEMA/OT-4, Associate Faculty Tracking System published on February 6, 1990, 55 FR 4012). The internal designation of the system number has been changed as well as a deletion of a type of records from the category of records section.

15. *FEMA/NP-1, Emergency Assignment System* (Previously designated as FEMA/OP-1, Emergency Assignment System and published on January 5, 1987, 52 FR 343 and November 26, 1982, 47 FR 53486). Editorial changes have been made to this system notice.

16. *FEMA/NP-2, Key Personnel Central Locator List* (Previously designated as FEMA/OP-2, Key Personnel Central Locator List and published on January 5, 1987, 52 FR 344

and November 26, 1982, 47 FR 53486). Editorial changes have been made to this system notice.

17. *FEMA/OC-1, Travel and Transportation Accounting* (Previously designated as FEMA/OC-2, Travel and Transportation Accounting and published on January 5, 1987, 52 FR 342; May 13, 1985, 50 FR 20007; October 25, 1983, 48 FR 49376; and October 7, 1981, 46 FR 49728). Editorial changes have been made to this system notice.

18. *FEMA/OC-2, Claims Collection Files* (Previously designated as FEMA/OC-3, Claims Collection Files and published on January 5, 1987, 52 FR 343; May 13, 1985, 50 FR 20007; November 26, 1982, 47 FR 53487; October 25, 1983, 48 FR 49376; and March 23, 1983, 48 FR 12133). Editorial changes have been made to this system notice.

19. *FEMA/PER-1, Grievance Records* (Previously published on January 5, 1987, 52 FR 345 and November 26, 1982, 47 FR 53486). Editorial changes have been made to this system notice and the security classification section was changed from unclassified to limited access.

20. *FEMA/PER-2, Equal Employment Opportunity Complaints of Discrimination Files* (Previously published on January 5, 1987, 52 FR 345 and October 7, 1981, 46 FR 49737). Editorial changes have been made to the routine use section of this system to delete reference to parenthetical information which was previously included under routine use (b).

21. *FEMA/PER-3, Payroll and leave accounting* (Previously designated as FEMA/OC-1, Payroll and leave accounting and published on January 5, 1987, 52 FR 341; May 13, 1985, 50 FR 20007; October 25, 1983, 48 FR 49377; and October 7, 1981, 46 FR 49727). Due to a realignment, the payroll and leave accounting responsibilities were transferred from the Office of Comptroller to the Office of Personnel and Equal Opportunity. Also, the Agency has converted from using the Department of the Treasury payroll system to the Department of Agricultural payroll system. Accordingly editorial changes have been made to the system notice as well as the routine use section changed to reflect the Department of Agriculture rather than the Department of the Treasury.

22. *FEMA/REG-1, State and local Civil Preparedness Instructional Program* (Previously published on January 5, 1987, 52 FR 347 and October 7, 1981, 46 FR 49745). Editorial changes have been made to this system notice.

23. *FEMA/REG-2, Disaster Recovery Assistance Files*. On February 6, 1990, FEMA published a new system notice to

consolidate the former FEMA/REG-2, Temporary Housing Files and FEMA/REG-3, Disaster Recovery Assistance Files into an existing but expanded system notice entitled, FEMA/REG-2, Disaster Recovery Assistance Files notice. This system became effective on April 9, 1990, 55 FR 4011.

24. *FEMA/SEC-1, Security Support System* (Previously designated as Security Management Information System published on February 3, 1987, 52 FR 349; November 26, 1982, 47 FR 53494; amended on November 21, 1983, 48 FR 52637 and September 10, 1984, 49 FR 35561). Editorial changes have been made to this system notice as well as a proposed new routine use to permit release of the name, social security number, FEMA point of contact, and time and length of visit to General Services Administration guards who are hired under a GSA contract for FEMA to confirm proper identification of individuals requiring access to FEMA Headquarters facility.

25. *FEMA/SLPS-1, Application for Enrollment in Architectural Engineering Professional Development Program* (Previously published on January 5, 1987, 52 FR 351 and November 26, 1982, 47 FR 53495). Editorial changes have been made to this system notice.

26. *FEMA/SLPS-2, Military Reserve Program* (Previously published on January 5, 1987, 52 FR 351 and October 7, 1981, 46 FR 49753). Editorial changes have been made to this system notice.

27. *FEMA/SLPS-3, Radioactive Materials Inventory* (Previously published on January 5, 1987, 52 FR 352 and October 7, 1981, 46 FR 49754). Editorial changes have been made to this system notice.

28. *FEMA/SLPS-4, Maintenance and Calibration* (Previously published on January 5, 1987, 52 FR 353 and October 7, 1981, 46 FR 49755). Editorial changes have been made to this system notice.

29. *FEMA/SLPS-5, Radiation Exposure and Radioactive Materials; Radiation Committee Records* (Previously published on January 5, 1987, 52 FR 353 and October 7, 1981, 46 FR 49755). Editorial changes have been made to this system notice.

30. *FEMA/SLPS-6, Temporary and Permanent Personal and Real Property Acquisitions and Relocation Files* (Previously published on January 5, 1987, 52 FR 354; May 13, 1985, 50 FR 20008; October 18, 1984, 49 FR 40969; October 25, 1983, 48 FR 49378, and April 12, 1983, 48 FR 15710). Editorial changes have been made to this system notice. In addition, a specific routine use is being proposed to permit release of ownership information and legal description of

flooded property being proposed for purchase under Section 1362 program to the Department of Justice to issue preliminary and final title opinions. A notice of this use has been provided to all property applicants in a Privacy Act Statement included on FEMA Form 76-7, Individual Data for Acquisition of Flood-Damaged Structures" since 1981. Although we feel that this use would most likely fall within the purview of routine use No. 2 identified in Appendix A, we believe that for clarity a separate routine use should be established since consultation with the Department of Justice is necessary for all proposed acquisitions.

For the convenience of the reader, the systems of records affected by this notice are being printed in their entirety.

In addition to the systems of records printed in this notice, additional records are maintained by the Federal Emergency Management Agency but are covered by Government-wide system notices. Although we are not printing copies of these notices, the following is a listing of such systems:

EEOC/GOVT-1, Equal Employment Opportunity Complaint Records and Appeal Records (Published on April 30, 1982, 47 FR 18664).

GSA/GOVT-2, Employment under Commercial Activities Contracts (Published on February 10, 1983, 48 FR 6175).

GSA/GOVT-3, Travel Charge Card Program (Published on September 29, 1983, 48 FR 44656).

GSA/GOVT-4, Contracted Government Services Program (Published on May 15, 1985, 50 FR 20294 and revised on July 17, 1985, 50 FR 28983).

MSPB/GOVT-1, Appeal and Case Records (Published on April 27, 1990, 55 FR 17846).

OGE/GOVT-1, Executive Branch Public Financial Disclosure Reports and Other Ethics Program Records (Published on February 22, 1990, 55 FR 6328).

OGE/GOVT-2, Confidential Statements of Employment and Financial Interests (Published on February 22, 1990, 55 FR 6328).

OPM/GOVT-1, General Personnel Records (Published on February 5, 1990, 55 FR 3838).

OPM/GOVT-2, Employee Performance File System Records (Published on February 5, 1990, 55 FR 3842).

OPM/GOVT-3, Records of Adverse Actions and Actions Based on Unacceptable performance (Published on February 5, 1990, 55 FR 3845).

OPM/GOVT-4, (Reserved).

OPM/GOVT-5, Recruiting, Examining and Placement Records (Published on February 5, 1990, 55 FR 3847).

OPM/GOVT-6, Personnel Research and Test Validation Records (Published on February 5, 1990, 55 FR 3850).

OPM/GOVT-7, Applicant Race, Sex, National Origin, and Disability Status Records (Published on February 5, 1990, 55 FR 3852).

OPM/GOVT-8, (Reserved).

OPM/GOVT-9, Files on Position Classification Appeals, Job Grading Appeals, and Retained Grade or Pay Appeals (Published on February 5, 1990, 55 FR 3854).

OPM/GOVT-10, Employee Medical File System Records (Published on February 5, 1990, 55 FR 3855).

Dated: August 29, 1990.

George W. Watson,

Acting General Counsel, Office of General Counsel, Federal Emergency Management Agency.

FEMA/ADM-1

SYSTEM NAME:

Office Files.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION

A central file for correspondence through August 31, 1990, is maintained by the Office of Administrative Support, Federal Emergency Management Agency, Washington, DC 20472. After August 31, 1990, the individual program and staff offices at headquarters will maintain their own official records. Files are also maintained by the National Emergency Training Center and all Regional offices. Addresses for the Regional Offices are listed in Appendix AA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals, including Congress, from whom an inquiry or request is received and from whom a reply is addressed. Transmittals for publications, etc., are not retained.

CATEGORIES OF RECORDS IN THE SYSTEM:

Correspondence applicable to the internal administration of the Agency; e.g., accounting, correspondence pertinent to the personnel program, budget, procurement, administrative services, etc., congressional correspondence, public affairs activities, correspondence concerning regional activities, equal opportunity, program analysis and evaluation, operations support (communications and computer services, operations center activities), Federal Insurance Administration, U.S.

Fire Administration, training and education activities, activities concerning nationwide plans and preparedness for peacetime and wartime emergencies, hazard mitigation, research program relative to Agency missions, Federal disaster assistance program activities.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 44 U.S.C. 3101; 50 U.S.C. App. 2253; E.O. 12127; E.O. 12148; and Reorganization Plan No. 3.

PURPOSE(S):

For the purpose of maintaining a record and background material concerning inquiries made to FEMA and FEMA responses.

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

Routine uses may include any of the uses listed in Appendix A.

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

STORAGE:

Paper records are maintained in file folders.

RETRIEVABILITY:

Alphabetically by inquirer's name, except that responses to Congressional inquiries are filed separately.

SAFEGUARDS:

Paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by General Records Schedule 23 and FEMA Schedule N1-311-86-1, 1-G-1. Office administrative files are destroyed when 2 years old or when no longer needed, whichever is sooner. Records containing substantive information relating to the official activities of high level officials are considered permanent and will be offered to the National Archives.

SYSTEM MANAGER(S) AND ADDRESS:

A central files for correspondence through August 31, 1990, is maintained by the Office of Administrative Support, Federal Emergency Management Agency, Washington, DC 20472. After August 31, 1990, the individual program and staff offices at Headquarters may

maintain their own official records. After August 31, 1990, requests for Headquarters and National Emergency Training Center records may be addressed to the FOIA/Privacy Specialist, Federal Emergency Management Agency, Washington, DC 20472. Addresses for the Regional Offices are listed in Appendix AA.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 8.

RECORD SOURCE CATEGORIES:

All records in the system consist of FEMA generated records according to a request or inquiry from the individual.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/ADM-2

SYSTEM NAME:

Office Services File System.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Office of Administrative Support, Federal Emergency Management Agency, Washington, DC 20472; National Emergency Training Center and all Regional offices. Addresses for the Regional Offices are listed in Appendix AA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All employees of FEMA, headquarters and field, including full time permanent, part time, temporary and consultants.

CATEGORIES OF RECORDS IN THE SYSTEM:

FEMA Form 61-14, Motor Vehicle Usage Records; Standard Form 91, accident report file; memoranda regarding car pools and parking pools; and telephone directories which contain no personal information but serve as a means of locating individuals during business hours. Authority for maintenance of the system: 5 U.S.C. 301; 50 U.S.C. App. 2253; 50 U.S.C. App. 2253; E.O. 12127; E.O. 12148; and Reorganization Plan No. 3.

PURPOSE(S):

For the in-house use of identifying FEMA employees authorized to operate Government vehicles; to record individuals and vehicles involved in accidents involving FEMA-owned or leased vehicles; to maintain a record of FEMA employees authorized official parking spaces; and to maintain telephone directories which contain no personal information but serve as a means of locating individuals during business hours.

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

Routine uses may include any of the uses listed in Appendix A.

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

STORAGE:

Paper records are maintained in file folders.

RETRIEVABILITY:

By last name of employee or organizational element.

SAFEGUARDS:

Paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Telephone directories become obsolete when updated records are prepared. Obsolete records and directories are destroyed. Motor vehicle records are covered by General Records Schedule 10. Motor Vehicle Operating and Maintenance files are destroyed when 3 months old. Motor Vehicle

Accidents files are destroyed 6 years after case is closed. Disposition of other correspondence not covered in this section shall be destroyed when 2 years old or in accordance with General Records Schedule 23.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administrative Support, Federal Emergency Management Agency, Washington, DC 20472; all Regional Directors of FEMA, addresses are listed in Appendix AA.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR Part 8. Record source categories: All records are FEMA generated records based on data submitted by the employee.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/ADM-3

SYSTEM NAME:

Federal Advisory and Other Committee Files.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Office of Administrative Support, Federal Emergency Management Agency, Washington, DC 20472; National Emergency Training Center, Federal Emergency Management Agency, 16825 South Seton Avenue,

Emmitsburg, Maryland 21727; and all Regional offices. Addresses for the Regional Offices are listed in Appendix AA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal government employees on FEMA internal committees and on interagency committees; architects and engineers and other persons who are appointed to the FEMA sponsored Federal advisory committees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Government employees—name, office address and name of employing agency; Nongovernment employees—biographical material including name of employer, title, address, legal voting residence, place and date of birth, marital status, military service, education, registration in professional societies work experience, record of performance, publications authored, membership on other boards or committees, professional awards, and other information which can be used to determine fitness of individual to sit on the committee, such as description of private associations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 92-463, Federal Advisory Committee Act, E.O. 12024, E.O. 12127 of March 31, 1979, E.O. 12148 of July 20, 1979, and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of maintaining a list of members of the various Federal advisory committees, FEMA internal committees, and interagency committees in order to provide them with information on committee functions, meeting dates, agendas, and other purposes for managing the committee activities. To ensure that FEMA participation in private, nongovernmental associations, societies, etc., is limited only to the extent of FEMA interest therein; to assure preparation and submittal of certain input information that is needed for the reports required by laws and issuance cited above; and to provide a tool with which top management can assure that the terms of the regulations regarding the creation and use of committees are being complied with.

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

Routine uses may include any of the uses listed in Appendix A.

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

STORAGE:

Paper records are maintained in file folders.

RETRIEVABILITY:

By name of the committee, society, or association; alphabetically by name of individual Federal advisory committee member.

SAFEGUARDS:

Paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleaned and trained.

RETENTION AND DISPOSAL:

Minutes of Federal advisory committee meetings and committee member files are covered by FEMA Schedule N1-311-86-1, 5-A and are permanent. Administrative files are maintained for 10 years.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Administrative Support Federal Emergency Management Agency, Washington, DC 20472; all Regional Directors of FEMA, addresses are listed in Appendix AA.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURE:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Biographical information submitted by government or nongovernmental individuals nominated for membership on Federal advisory committees.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/EX-1

SYSTEM NAME:

Biographies.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Office of External Affairs, Public Affairs and Intergovernmental Affairs Division, Federal Emergency Management Agency, Washington, DC 20472; National Emergency Training Center, Federal Emergency Management Agency, Emmitsburg, Maryland 21727; and Regional Directors of FEMA, addresses are listed in Appendix AA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Key FEMA Headquarters and Regional staff, State and local Emergency Management Directors/Coordinators, members of the FEMA Advisory Board, and guest lecturers at the National Emergency Training Center.

CATEGORIES OF RECORDS IN THE SYSTEM:

(a) Office of Public and Intergovernmental Affairs files contain biographies of key officials from FEMA, including Headquarters and Regional offices, state and local emergency management officials, key State and local emergency management officials and members of the FEMA Advisory Board; (b) Regional files contain biographies of key Regional officials and State and local Emergency Management Directors/Coordinators within regional geographical boundaries. Includes FEMA Form 70-16, Notice of Appointment of Emergency Management Directors/Coordinators; (c) National Emergency Training Center files contain biographies of guest lecturers and other key officials.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; E.O. 12148; E.O. 12127, and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of preparing speeches, correspondence and other public releases in connection with emergency management programs.

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

In response to requests from the media and any member of the public requesting biographical data on key FEMA officials, names and addresses of the State and local Emergency Management Directors/Coordinators, and through issuance of public releases. The biographies of guest lecturers are used as background in introducing the lecturers to audiences attending the particular event.

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

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

(a) Key FEMA officials and guest lecturers at the National Emergency Training Center are filed alphabetically by name; (b) State and local Emergency Management Directors/Coordinators are filed alphabetically by State.

SAFEGUARDS:

Paper records in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by General Records Schedule 14 and FEMA Schedule N1-311-86-1, 1C-1a. Biographies for FEMA officials, headquarters and regional offices retained in active file until end of calendar year after separation of employee, then retired Federal Records Center for permanent retention. The biographies of State and local Directors/Coordinators are retained in active file until end of the calendar year after termination, then destroyed. The biographies of guest lecturers are retained for purposes of the lecturer and if no longer needed for future lecturers, they are destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

For the biographies of key FEMA officials—Assistant Associate Director, Public and Intergovernmental Affairs Division, Office of External Affairs, Federal Emergency Management Agency, Washington, DC 20472; For State and local Emergency Management Directors/Coordinators—Regional Director for the specific State, addresses are listed in Appendix AA; For National Emergency Training Center files—Director, Office of Training, Federal

Emergency Management Agency, National Emergency Training Center, 16825 Seton Avenue, Emmitsburg, Maryland 21727.

NOTIFICATION PROCEDURES:

Inquiries should be addressed to the appropriate system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

The key officials on whom biographies are maintained and other knowledgeable sources.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/EX-2

SYSTEM NAME:

President's and Director's Award Nominees.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Office of External Affairs, Public Affairs and Intergovernmental Affairs Division, Federal Emergency Management Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals nominated to receive the President's Award for Outstanding Public Safety Service and individuals nominated to receive the Director's Award for Distinguished Public Safety Service.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name and address of the candidate, his/her position and title, whether the

nomination is for the President's or Director's Award, the public agency served, the locale where the candidate performs his/her duties, the name of the nominating official, a summary description of the outstanding contribution, distinguished service or extraordinary valor of the nominee, and the relevant duties relating thereto, and copies of any published factual accounts of the nominee's accomplishments.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

15 U.S.C. 2214; E.O. 12127; E.O. 12146; and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of selecting individuals who have been nominated to receive the President's Award for Outstanding Public Safety Service and the Director's Award for Distinguished Public Safety Service.

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

(a) President's Award Nominees—Information about individuals nominated for the President's Award is provided to selected members of the public safety community, including but not limited to, fire safety and protection organizations, state fire marshals and firefighters, civil defense officers, and law enforcement, corrections or court officers in connection with the evaluation and selection of recipients. Information is also provided to the Department of Justice, and the Executive Office of the President; (b) Director's Award Nominees—Information is provided to selected members of the fire service and civil defense community, including but not limited to, fire safety and protection organizations, state fire marshals, firefighters and civil defense officials in connection with the evaluation and selection of recipients. When it appears that a nominee's accomplishments are in the area of law enforcement, nominations may be sent to the Department of Justice.

Additional routine uses may include Nos. 5 and 8 of Appendix A.

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

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

Filed by file number and cross-referenced alphabetically by nominee's name.

SAFEGUARDS:

Paper records are retained in a locked container and/or room. All records are maintained in areas that are secured by building security personnel during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Pending approval of the Archivist.

SYSTEM MANAGER(S) AND ADDRESS:

Assistant Associate Director, Public and Intergovernmental Affairs Division, Office of External Affairs, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above. Contesting records procedure: Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Heads of Federal government departments and agencies, governors of states or territories, or chief executives of any general governmental unit within any state or territory.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/FIA-1**SYSTEM NAME:**

Federal Crime Insurance Program.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Various offices of a servicing agent under contract to the Federal Insurance Administration, Federal Emergency

Management Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individual policyholders.

CATEGORIES OF RECORDS IN THE SYSTEM:

FEMA Form 81-11, Residential Crime Insurance Policy; FEMA Form 81-12, Application for Residential Crime Insurance Policy; FEMA Form 81-13, Commercial Crime Insurance Policy; FEMA Form 81-14, Application for Commercial Crime Insurance Policy; FEMA Form 81-41 Worksheet—Building; FEMA Form 81-41a Worksheet—Building (Continuation); FEMA Form 81-40 Worksheet—Contents/Personal Property; FEMA Form 81-46 Crime Insurance Sworn Statement and Proof of Loss; FEMA Form 81-51, Policy Change Request; FEMA Form 81-36, Abstract of Residential Policy Information; FEMA Form 81-37, Abstract of Commercial Policy Information. These records include such information as names of policyholder; addresses of insured premises; type of premises; amounts and types of insurance desired; annual premiums; claims information; record of claim payments; record of premium payments; agent's name and address; other insurance held by policyholder; inspection report or protective devices. This system contains the taxpayer's identification number (which may be the social security number).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Urban Property Protection and Reinsurance Act of 1968; 12 U.S.C. 1749bbb, et seq.; E.O. 12127.

PURPOSE(S):

For the purpose of verifying coverage of Federal Crime Insurance, issuing policies, claims adjusting and billing procedures.

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

To the servicing company for the contract and insurance adjustment firms retained by the servicing company for billing, verification of coverage, claims adjusting and issuance of policies; to property loss reporting bureaus; to State Insurance Departments and insurance companies investigating fraud or potential fraud in connection with burglary or robbery claims; to State property insurance facilities, private sector property insurers; and insurance agents and brokers for the purpose of providing crime insurance to Federal crime insurance policyholders prior to

and following the expiration of the Federal Crime Insurance Program.

Routine uses may include Nos. 1, 2, 3, 5 and 8 of Appendix A.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

Tape/disc library and paper files.

RETRIEVABILITY:

By name of the policyholders, taxpayer's identification number (which may be the social security number) of policyholder or policy number.

SAFEGUARDS:

Personnel screening, hardware and software computer security measures; paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Information is partly current and partly historical. Retention of records shall be for 6 years or until no longer needed. Disposition of records shall be in accordance with the FEMA Records Schedule N1-311-86-1, 2A12 and 2A13.

SYSTEM MANAGER(S) AND ADDRESS:

Federal Insurance Administrator, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing

organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Individual policyholders; police reports (for verification of claims data); servicing companies (for verification of claims data).

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/FIA-2

SYSTEM NAME:

National Flood Insurance Application and Related Documents Files.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Various offices of a servicing agent under contract to the Federal Insurance Administration, Federal Emergency Management Agency, Washington, DC 20472. Copies of some of the files are also provided to the FEMA Regional offices when additional information is requested from their respective offices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for individual flood insurance and individuals insured.

CATEGORIES OF RECORDS IN THE SYSTEM:

Flood insurance, policy issuances and administration records and claims adjustment records, including HUD Form 1650 and FEMA Form 81-64, Applications for Participation in the National Flood Insurance Program; FEMA Form 81-16, Flood Insurance Application; FEMA Form 81-18, Flood Insurance General Change Endorsements; FEMA Form 81-23, Request for Policy Processing and Renewal Information; FEMA Form 81-17, Flood Insurance Cancellation/Nullification Request Form; policy questionnaires; FEMA Form 81-67 Flood Insurance Preferred Risk Policy Application; FEMA Form 81-31, National Flood Insurance Program Elevation Certificate; FEMA Form 81-65,

National Flood Insurance Program Floodproofing Certificate; FEMA Form 81-25 V Zone Risk Factor Rating Form; FEMA Form 81-40, National Flood Insurance Program Worksheet—Contents; FEMA Form 81-41, National Flood Insurance Program Worksheet—Building; FEMA Form 41a, National Flood Insurance Program Worksheet—Building (Continuation); FEMA Form 81-42, National Flood Insurance Proof of Loss; FEMA Form 81-43, National Flood Insurance Program Notice of Loss; FEMA Form 81-44, Statement as to full cost of repair or replacement under the replacement cost coverage, subject to the terms and conditions of the Standard Flood Insurance Policy; FEMA Form 81-45, Adjuster's Short Form Report; FEMA Form 81-57, National Flood Insurance Program Preliminary Report; FEMA Form 81-58, National Flood Insurance Program Final Report; FEMA Form 81-59, National Flood Insurance Program Narrative Report; and FEMA Form 81-63 National Flood Insurance Program Cause of Loss/Subrogation Report. This system may also contain information regarding the name of the bank/lender, date of mortgage, address of bank/lender and if available, information on every loan placed on the property during the current owner's tenure. This system contains the taxpayer's identification number (which may be the social security number).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Flood Insurance Act of 1968 and the Flood Disaster Protection Act of 1973, 42 U.S.C. 4001, et seq.; 5 U.S.C. 301, Reorganization Plan No. 3 of 1978, and E.O. 12127.

PURPOSE(S):

For the purpose of carrying out the National Flood Insurance Program and verifying nonduplication of benefits.

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

To property loss reporting bureaus, State insurance departments, and insurance companies investigating fraud or potential fraud in connection with claims, subject to the approval of the Office of Inspector General, FEMA; to insurance agents, brokers, adjusters, and lending institutions for carrying out the purposes of the National Flood Insurance Program; to Small Business Administration, the American Red Cross, the Farmers Home Administration, State and local government individual and family grant and assistance agencies, including but not limited to the State of Ohio Disaster

Services Agency and the Johnstown, Pennsylvania Redevelopment Authority for determining eligibility for benefits and for verification of nonduplication of benefits following a flooding event or disaster; to Write-Your-Own companies as authorized in 44 CFR 62.23 to avoid duplication of benefits following a flooding event or disaster and for carrying out the purposes of the National Flood Insurance Program; to State and local government individual and family grant agencies so as to permit such agencies' to assess the degree of financial burdens toward residents such as States and local government might reasonably expect to assume in the event of a flooding disaster, and to further the flood insurance marketing activities of the National Flood Insurance Program; to State and local government individual and family grant and assistance agencies which furnish to the Federal Insurance Administration the names and addresses of policyholders for purposes consistent with the relocation projects of the Federal Insurance Administration and acquisition projects under the National Flood Insurance Program carried out pursuant to section 1362 of the National Flood Insurance Act of 1968, as amended, and to State and local government agencies who provide the names and addresses of policyholders and a brief general description of their plan for acquiring and relocating their flood prone properties for review by the Federal Insurance Administrator to ensure that their State and/or local government agency is engaged in flood plain management improved real property acquisitions and relocation projects consistent with the National Flood Insurance Program; and, upon the approval by the Federal Insurance Administrator, that the use is in furtherance of the flood plain management and hazard mitigation goals of the Agency; to State and local government agencies and municipalities to review National Flood Insurance Program policy and claim files to assist them in hazard mitigation and flood plain management activities and in monitoring compliance with the flood plain management measures duly adopted by the community; to State governments, federal agencies, and federal financial instrumentalities responsible for the supervision, approval, regulation or insuring of banks, savings and loan associations or similar institutions, all for carrying out the purpose of the National Flood Insurance Program; the property address, flood zone identifier, date of

policy issue, and value of policy, solely for the purpose of geocoding the flood insurance policy addresses, may be released to private companies engaged in or planning to engage in activities to market or assist in marketing the sale of flood insurance policies under the National Flood Insurance Program.

Routine uses may include Nos. 1, 5, 6, and 8 of Appendix A.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

STORAGE:

Magnetic Tape/disc/drum and paper files.

RETRIEVABILITY:

By name of the policyholders and policy number.

SAFEGUARDS:

Personnel screening, hardware and software computer security measures; paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Policy records are kept as long as insurance is desired and premiums paid, and for an appropriate time thereafter and claim records are kept for 6 years and 3 months after final action, unless litigation exists. Disposition of records shall be in accordance with FEMA Records Schedule N1-311-86-1, 2A12 and 2A13.

SYSTEM MANAGER(S) AND ADDRESS:

Federal Insurance Administrator,
Federal Emergency Management
Agency, Washington, DC 20472.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate

personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Individuals who apply for flood insurance under the National Flood Insurance Program and individuals who are insured under the program.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/GC-1

SYSTEM NAME:

Claims (litigation).

SECURITY CLASSIFICATION:

Limited Access. Certain records or information in this system may be provided security safeguards equivalent to the protection of Top Secret classified information.

SYSTEM LOCATION:

Office of General Counsel, Federal Emergency Management Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual, whether a FEMA employee or non-FEMA employee, who asserts a remedy from FEMA for some alleged injury to said individual or property.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain claims, complaints or documents or any of these means by which an individual asserts a remedy from FEMA for some alleged injury to said individual or property; the data and documents submitted in support of the claims; the data and documents obtained in making a decision or determination on such claims, including any appeals and any other relevant materials; including litigation file if such develops.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 44 U.S.C. 3101; 31 U.S.C. 240 et seq.; E.O. 12127; E.O. 12146; Reorganization Plan No. 3 of 1976; 28 U.S.C. 2671 et seq.; and any specific authority depending on the nature of the claim.

PURPOSE(S):

For the purpose of processing claims and determining the validity of the claim.

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

To those former FEMA employees, former servicing company employees, contractors, subcontractors, or any expert whose opinion is sought in connection with the processing, investigation, approval or denial of any claim(s) or in the prosecution or defense of litigation or preparation for litigation before a Court or a proceeding before an adjudicative body before which FEMA is authorized to appear; to other investigative or similar authorities responsible for investigating or making recommendations on complaints or claims, whether or not a part of FEMA or some other agency; to decisionmaking authorities outside of FEMA when required by law, regulation or order; to the Department of Justice, private attorney(s) handling or considering handling a ratified subrogation action or one that may be ratified, and/or a Court or adjudicative body in the event a proceeding before it involves (a) The Federal Emergency Management Agency (FEMA), any component of FEMA, or any employee of FEMA in his or her official capacity; (b) any employee of FEMA in his or her individual capacity where the Department of Justice has agreed to represent such employee; (c) the United States where FEMA determines that the claim, if successful, is likely to affect it, its operations, or any of its components; or (d) an insured or former insured of FEMA or any of the programs which FEMA administers. FEMA may disclose such records as it deems relevant or necessary to the Department of Justice, private attorney(s) handling or considering handling a ratified subrogation action or one that may be ratified, and/or a Court or adjudicative body when it has determined that any of the above-referenced has an interest in the litigation or the proceeding and such records are determined by FEMA to be arguably relevant thereto and such disclosure is compatible with the

purpose for which the records are collected.

Additional routine uses may include Nos. 1, 2, 3, 5, 6 and 8 of Appendix A.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosure pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

STORAGE:

These records are maintained in file folders.

RETRIEVABILITY:

Filed alphabetically by name within general subject matter files

SAFEGUARDS:

Paper records in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained. To the extent that this system includes records or information which is classified under an existing Executive Order, such records or information would be provide security safeguards equivalent to the protection of Top Secret classified information and access would only be provided on a verified need-to-know basis.

RETENTION AND DISPOSAL:

Files are retained for 10 years after final decision and then destroyed. Disposition of records shall be in accordance with FEMA Records Schedule N1-311-86-1, 1F2.

SYSTEM MANAGER(S) AND ADDRESS:

General Counsel, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURE:

When litigation occurs, information from other systems of records may be incorporated into the case file. In certain instances, the incorporated information may be material which the Privacy Act, at 5 U.S.C. 552a(k) (1), (2), and (5), permits an agency to exempt from certain provisions of the Act. To the extent that such exempt material is incorporated into the litigation file, the Director, Federal Emergency Management Agency, has determined that the material as it appears in this

system should be exempted from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H), (I) and (f), of the Privacy Act, 5 U.S.C. 552a, pursuant to 5 U.S.C. 552a(k) (1), (2), and (5). To the extent that this system of records is not subject to exemption, it is subject to notification, access and contesting procedures. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for notification, access, or contesting is received. Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Claim or similar documents with supporting evidence submitted by claimant; Government employees; members of the public and witnesses and informants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

When litigation occurs, information from other systems of records may be incorporated into the case file. In certain instances, the incorporated information may be material which the Privacy Act, at 5 U.S.C. 552a(k) (1), (2), and (5), permits an agency to exempt from certain provisions of the Act. To the extent that such exempt material is incorporated into the litigation file, the Director, Federal Emergency Management Agency, has determined that the material as it appears in this system should be exempted from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H), (I) and (f), of the Privacy Act, 5 U.S.C. 552a, pursuant to 5 U.S.C. 552a(k) (1), (2), and (5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in 44 CFR 6.87. The Office of General Counsel, pursuant to 5 U.S.C. 552a(d)(5), reserves the right to refuse access to information compiled in reasonable anticipation of a civil action proceeding.

FEMA/GOVT-1

SYSTEM NAME:

National Defense Executive Reserve System.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Records may be maintained in the personnel office, emergency preparedness unit, or other designated offices located at the local installation of the Department or Agency which currently employs the individual.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for and incumbents of NDER assignments.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains FEMA Form 85-3, National Defense Executive Reserve Qualifications Statement, which includes such items as name, date of birth, social security number, and other personnel and administrative records, skills inventory, training data, and other related records necessary to coordinate and administer the NDER program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Defense Production Act of 1950, E.O. 11179 dated September 22, 1964, as amended by E.O. 12148 dated July 20, 1979.

PURPOSE(S):

For the purpose of establishing units of the NDER in Federal departments and agencies in accordance with E.O. 11179, as amended by E.O. 12148. Individuals voluntarily apply for assignments but would not be considered government employees to perform emergency duties unless the President of the United States declared a mobilization. Assignments are made in 3 year increments and may either be redesignated or terminated. Individuals may at any time request voluntary termination.

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

(a) Names and addresses may be made available to the Association of the National Defense Executive Reserve and the National Defense Executive Reserve Conference Association to facilitate training and relevant information dissemination efforts for reservists in the NDER program; (b) to the appropriate agency whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation or potential

violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or issued pursuant thereto; to a Federal, State, or local agency maintaining civil, criminal, regulatory, licensing or other enforcement information or other pertinent information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit; (c) to the National Archives and Records Administration during records management inspections conducted under authority of 44 U.S.C. 2904 and 2906; (d) to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained; (e) to another Federal agency, to a court, or a party in litigation before a court or in administrative proceeding being conducted by a Federal agency, either when the government is a party to a judicial proceeding or in order to comply with the issuance of a subpoena; and (f) to disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

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

STORAGE:

Records may be stored in file folders, file cards, on microfiche, and/or automated record systems.

RETRIEVABILITY:

By name, personal data, skills or agency.

SAFEGUARDS:

Records are stored in locked file cabinets or locked rooms. Automated records are protected by restricted access procedures and audit trails. Access to records is strictly limited to those personnel whose official duties require access and who are properly screened, cleared, and trained.

RETENTION AND DISPOSAL:

Records are covered by General Records Schedule 18 and are retained for 5 years after termination from NDER Program. System manager(s) and address: Associate Director, National Preparedness Directorate, Federal Emergency Management Agency,

Washington, DC 20472, will maintain a computerized record of all applications and assignments of NDER reservists for the Federal government as well as the personnel files for all individuals assigned to the Federal Emergency Management Agency. The Departments or Agencies will maintain their own personnel records on those individuals assigned to their respective Department or Agency.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should submit their inquiries to: (a) NDER applicants/assignees to FEMA Headquarters—Federal Emergency Management Agency, Associate Director, National Preparedness Directorate, Washington, DC 20472; (b) NDER applicants/assignees to a FEMA Regional Office—Federal Emergency Management Agency, appropriate Regional Director as identified in Appendix AA to FEMA systems of records notices; (c) NDER applicants/assignees to Federal departments and/or agencies other than FEMA—contact the agency personnel, emergency preparedness unit, or Privacy Act Officer to determine location of records within the department/agency. Individuals should include their full name, date of birth, social security number, current address, and type of assignment/agency they applied with to be an NDER reservist.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

Individuals applying to or assigned to Federal agencies other than FEMA should consult the appropriate department's/agency's Privacy Act Regulations which can be found in that department's/agency's Code of Federal Regulations or Federal Register notice.

RECORD SOURCE CATEGORIES:

The individuals to whom the record pertains. Prior to being designated as an NDER reservist, the applicant must successfully complete a background investigation conducted by the Office of Personnel Management which may include reference checks of prior

employers, educational institutions, police departments, neighborhoods, and present and past friends and acquaintances.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/IG-1

SYSTEM NAME:

General Investigative Files.

SECURITY CLASSIFICATION:

Limited Access. Certain records or information in this system may be provided security safeguards equivalent to the protection of Top Secret classified information.

SYSTEM LOCATION:

Office of Inspector General, Federal Emergency Management Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any individual suspected of violating any criminal, civil, regulatory, licensing, or other enforcement laws, whether Federal, State, local or foreign; witnesses, employees, grantees, and contractors.

CATEGORIES OF RECORDS IN THE SYSTEM:

Investigative reports and materials pertaining to allegations of fraud, waste, abuse, mismanagement, violations of law or misconduct and irregularities by individuals covered by the system, individuals subpoenaed in connection with investigations and listing of subpoenaed records; the subject records may contain any identifying or other relevant information on subject individuals which might relate to possible violations of criminal, civil, regulatory, licensing, or other enforcement laws, whether Federal, State, local or foreign.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Inspector General Act of 1978, 5 U.S.C. app. I, sections, 1-12; E.O. 12127; E.O. 12148; Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of preventing and detecting fraud abuse, conducting and supervising audits and investigations relating to programs and operations, informing the Head of the establishment about problems and deficiencies relating to programs and administration and suggesting corrective action.

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

(a) Referral to Federal, State, territorial, local, foreign, investigative and/or prosecutive authorities. A record from any of FEMA's systems of records, which indicates either by itself or in combination with other information within FEMA's possession, a violation or potential violation of law, whether criminal, civil or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the systems of records may be referred to the appropriate agency, whether Federal, State, territorial, local or foreign, charged with responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued thereto.

(b) Referral to suspension/debarment authorities, internal to the agency. A record from any of FEMA's systems of records may be disclosed, as a routine use, to any Federal agency responsible for considering suspension/debarment actions where such records would be germane to a determination of the propriety/necessity for such an action.

(c) Referral to Federal, State, local and professional licensing boards. A record from any of FEMA's systems of records may be disclosed, as a routine use, to any governmental, or professional, licensing authority when such record reflects on the qualifications, either moral, educational or vocational of an individual seeking to be licensed.

(d) Disclosure to contractor, grantee or other direct recipient of Federal funds to allow such entity to effect corrective action in FEMA's best interest. A record from any of FEMA's systems of records may be disclosed, as a routine use, to any direct recipient of Federal funds where such record reflects serious inadequacies with a recipient's personnel and disclosure of the record is for purposes of permitting a recipient to take corrective action beneficial to the Government.

(e) Disclosure to any source, either private or governmental, to the extent necessary to solicit information relevant to an investigation or audit. A record from any of FEMA's systems of records may be disclosed, as a routine use, to any source, either private or governmental, to the extent necessary to secure from such source information relevant to and sought in furtherance of a legitimate investigation or audit.

(f) Disclosure of domestic, foreign or international governmental agencies

considering personnel or other internal actions. Release so that receiving agency may effect necessary action. A record from any of FEMA's systems of records may be disclosed, as a routine use, to a Federal, State, local, foreign or international agency, in connection with such entity's assignment, hiring or retention of an individual, issuance of a security clearance, reporting of an investigation of an individual, letting of a contract or issuance of a license, grant or other benefit, to the extent that the information is relevant and necessary to such agency's decision on the matter.

(g) Disclosure to Office of Government Ethics. A record from any FEMA system of records may be disclosed, as a routine use, to the Office of Government Ethics for any purpose consistent with that office's mission, including the compilation of statistical data.

(h) Disclosure to the GSBGA, GAO or any other tribunal hearing a contractor protest. A record from any FEMA system of records may be disclosed, as a routine use, to the United States General Accounting Office and to the General Services Administration Board of Contract Appeals in bid protest cases involving an agency procurement.

(i) Disclosure to Congress in Semiannual report. A record from any FEMA system of records may be disclosed, as a routine use, to Congress through incorporation in the statutorily mandated IG semiannual report.

(j) Disclosure to domestic, foreign or international governmental law enforcement agency in order that releasing agency may obtain relevant to a decision of such releasing agency. A record from any FEMA system of records may be disclosed, as a routine use, to a domestic, foreign or international governmental agency maintaining civil, criminal or other relevant enforcement information, or other pertinent information, in order to obtain information relevant to an agency decision concerning the assignment, hiring or retention of an individual, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

(k) Disclosure to Department of Justice regarding FOIA advice. A record from any FEMA system of records may be disclosed, as a routine use, to the U.S. Department of Justice in order to obtain that department's advice regarding FEMA's disclosure obligations under the Freedom of Information Act.

(l) Disclosure to OMB regarding Privacy Act counsel. A record from any FEMA system of records may be disclosed, as a routine use, to the Office of Management and Budget in order to

obtain that office's advice regarding FEMA's obligations under the Privacy Act.

(m) Disclosure to a Member of Congress making a request at the behest of a party protected under the Privacy Act. A record from any FEMA system of records may be disclosed, as a routine use, to a Member of Congress who submits an inquiry on behalf of an individual when the Member of Congress informs the appropriate FEMA official that the individual to whom the record pertains has authorized the Member of Congress to have access. In such cases, the Member of Congress has no greater right to the record than does the individual.

(n) Disclosure to Federal agency pursuant to the receipt of a valid subpoena. A record from any FEMA system of records may be disclosed, as a routine use, to a Federal agency which has the authority to subpoena other Federal agencies records and which has issued a facially valid subpoena for the record.

(o) Disclosure to Treasury and DOJ pursuant to an ex parte court order to obtain taxpayer information from the IRS. A record from any FEMA system of records may be disclosed, as a routine use, to the Department of Treasury and the Department of Justice when FEMA is seeking an ex parte court order to obtain taxpayer information from the IRS.

(p) Disclosure to debt collection contractors for purposes of delinquent debt collection. A record from any FEMA system of records may be disclosed, as a routine use, to debt collection contractors for the purpose of collecting delinquent debts as authorized by the Debt Collection Act of 1982, 31 U.S.C. 3718.

(q) Disclosure to FEMA counsel and the administrative hearing tribunal and counsel to the adverse party in a Program Fraud Civil Remedies Act litigation. A record from any FEMA system of records may be disclosed, as a routine use, to FEMA personnel responsible for bringing Program Civil Remedies Act litigation, to the persons constituting the tribunal hearing such litigation or any appeals therefrom and to counsel for the defendant party in any such litigation.

(r) Disclosure to any court or during the course of any litigation to which FEMA is a party or has an interest. A record may be disclosed in a proceeding before a court or adjudicative body before which FEMA is authorized to appear, or in the course of settlement negotiations with opposing counsel, when FEMA, or any component thereof, or any employee of FEMA in his or her

official capacity; or any employee of FEMA in his or her individual capacity, where FEMA has agreed to represent the employer; or the United States, where FEMA determines that litigation is likely to affect FEMA or any of its components—is a party to litigation or has an interest in such litigation, and FEMA determines that the use of such records is relevant and necessary to the litigation; provided, however, that in each case FEMA determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

(s) Disclosure to FEMA's legal representation, to include the Department of Justice and other outside counsel, where FEMA is a party in litigation or has an interest in litigation. A record may be disclosed to the Department of Justice when FEMA, or any of its components thereof; or any employee of FEMA in his or her official capacity; or any employee of FEMA in his or her individual capacity, where the Department of Justice has agreed or is considering a request to represent the employee; or the United States, where FEMA determines that litigation is likely to affect FEMA or any of its components—is a party to litigation or has an interest in such litigation, and FEMA determines that the use of such records by the Department of Justice is relevant and necessary to the litigation; provided, however, that in each case, FEMA determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

(t) Disclosure to State Insurance Departments and Insurance Companies. A record may be disclosed to State Insurance Departments and insurance companies and/or their agents investigating fraud or potential fraud in connection with burglary, robbery or flood claims.

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

STORAGE:

These records are maintained in file folders, index cards, and in data processing storage media.

RETRIEVABILITY:

By name, file number, and subpoena number.

SAFEGUARDS:

Paper records in a locked container and/or room. All records are maintained in areas that are secured by building

guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained. To the extent that this system includes records or information which is classified under an existing Executive Order, such records or information would be provided security safeguards equivalent to the protection of Top Secret classified information and access would only be provided on a verified need-to-know basis.

RETENTION AND DISPOSAL:

Records are covered by General Records Schedule 22. Investigative files containing information or allegations which are of an investigative nature but do not relate to a specific investigation are destroyed when 5 years old. All other investigative case files are placed in inactive file when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff date. Index references to investigative files are destroyed when superseded or obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Inspector General, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURE:

During an investigation, information from other systems of records may be incorporated into the case file. In certain instances, the incorporated information may be material which the Privacy Act, at 5 U.S.C. 552a(j)(2), (k)(1), (2), and (5), permits an agency to exempt from certain provisions of the Act. To the extent that such exempt material is incorporated into the investigative file, the Director, Federal Emergency Management Agency, has determined that the material as it appears in this system should be exempted from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H), (I) and (f), of the Privacy Act, 5 U.S.C. 552a, pursuant to 5 U.S.C. 552a(j)(2), (k)(1), (2), and (5). To the extent that this system of records is not subject to exemption, it is subject to notification, access and contesting procedures. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for notification, access, or contesting is received. Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

RECORD ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURES:

Same as notification procedure above. The letter should clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

(1) Federal, State, local or foreign government agencies concerned with the administration of criminal justice and non-law enforcement agencies both public and private; (2) Members of the public; (3) Government employees; (4) Published material; (5) Witnesses and informants. Systems exempted from certain provisions of the act: During an investigation, information from other systems of records may be incorporated into the case file. In certain instances, the incorporated information may be material which the Privacy Act, at 5 U.S.C. 552a(j)(2), (k)(1), (2), and (5), permits an agency to exempt from certain provisions of the Act. To the extent that such exempt material is incorporated into the investigative file, the Director, Federal Emergency Management Agency, has determined that the material as it appears in this system should be exempted from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H), (I) and (f), of the Privacy Act, 5 U.S.C. 552a, pursuant to 5 U.S.C. 552a(j)(2), (k)(1), (2), and (5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in 44 CFR 6.87.

FEMA/NETC-1

SYSTEM NAME:

Student Application and Registration Records.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

National Emergency Training Center, Federal Emergency Management Agency, Emmitsburg, Maryland 21727.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who apply for and complete resident and field emergency management training conducted under the auspices of the National Emergency Training Center. This system includes individuals who apply for and complete

courses for the National Fire Academy and Emergency Management Institute.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include student application form, FEMA Form 75-5 containing name, address, educational level, social security number, ethnic/racial origin, emergency management courses taken and where, emergency management organization and program affiliation, emergency management title, emergency management telephone number and length of emergency management service, employer, business title and business telephone number, individual training records; individual and business file for National Emergency Training Center Catalogs, Information Bulletins, etc.; Career Development directory; Student Expense files, completed Grant-in-aid Forms; State recommendations, attendance and progress reports, student locators, and related academic documents. Authority for maintenance of the system: Pub. L. 93-498, Federal Fire Prevention and Control Act of 1974, 15 U.S.C. 2206; 44 U.S.C. 3101; Federal Civil Defense Act of 1950, 50 U.S.C. App. 2253, 2281; 5 U.S.C. 301; Pub. L. 93-288, the Disaster Relief Act of 1974 as amended; E.O. 12127; E.O. 12148; and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of determining eligibility and effectiveness of National Emergency Training Center courses; to maintain necessary student records; to supply students with information of courses, credits and grades (if any), to supply the Registrar with record of student enrollment in National Emergency Training Center courses by geographical location to determine who has or has not been trained, to assess use of course material in the field, and to assess the impact of course material on the community. Disclosure to consumer reporting agencies:

DISCLOSURES PURSUANT TO 5 U.S.C. 552a(b)(12):

Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

To State and local jurisdictions to maintain up-to-date statistics of National Emergency Training Center graduates completing courses within their respective jurisdiction. Information relating to participation of courses in the National Fire Academy may be

disclosed to Members of the Board of Visitors for the purpose of evaluating the participants of courses.

Additional routine uses may include Nos. 2, 3, 5 and 8 of Appendix A.

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

STORAGE:

Paper files and computerized records.

RETRIEVABILITY:

Academic records are filed alphabetically by course title; student expense files are filed alphabetically by course and fiscal year.

SAFEGUARDS:

Personnel screening, hardware and software computer security measures. Paper records are retained in a locked container and/or room. All records are maintained in areas that are secured by building security personnel during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by FEMA Records Schedule N1-311-88-2. Applications and registrations records accepted for admission are held until the end of the fiscal year. Inactive files are destroyed after 40 years. Students not accepted for admission are cut off at the end of the fiscal year and destroyed one year after cut off. Student stipend agreements are destroyed after 6 years and 3 months.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Training, Federal Emergency Management Agency, National Emergency Management Training Center, 16825 South Seton Avenue, Emmitsburg, Maryland 21727.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Directly from the individual's application and academic records, educational institutions, applicant's employer, and instructors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/NETC-2

SYSTEM NAME:

Emergency Management Training Program Home Study Courses.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

National Emergency Training Center, Federal Emergency Management Agency, Emmitsburg, Maryland 21727. Answer sheets are provided to FEMA's Home Study Office to establish a printout of name, address, social security number, pass/fail indicator for each course, and date of completion of each course or date of disenrollment. The computer printouts are maintained by each Regional office, addresses are listed in Appendix A and the Emergency Management Institute.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any citizen who desires to further his/her knowledge of emergency management is eligible for these home study courses.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include FEMA Form 95-23, student application form; group enrollment forms; group completion forms; computer printouts indicating home study entry, progress, and completion, and correspondence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 44 U.S.C. 3101; 50 U.S.C. App. 2253, 2281; E.O. 9397.

PURPOSE(S):

For the purpose of improving emergency management practices throughout the United States. The Home Study Program is one of five channels FEMA uses to deploy training to the

general public and to emergency management audiences.

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

Applications, answer sheets and/or computer printouts are disclosed to the FEMA Home Study Office to enter application data into home study program, to release home study program materials to applicants, and to forward certificates to applicants who successfully complete a course; to FEMA Regional offices and State Emergency Management offices to assess home study progress and completion and to schedule more advanced training for students within their jurisdiction who have completed basic emergency management instruction through home study courses. Additional routine uses may include Nos. 2, 3, 5 and 8 of Appendix A.

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

STORAGE:

Paper files and automated files on hard disks.

RETRIEVABILITY:

By name, address and social security number.

SAFEGUARDS:

Personnel screening, hardware and software computer security measures. Paper records are retained in a locked container and/or room. All records are maintained in areas that are secured by building security personnel during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Home study records at National Emergency Training Center are covered by General Records Schedule 1 and destroyed 5 years after completion of the courses. The computer printouts are destroyed when obsolete, superseded or no longer necessary.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Training, Federal Emergency Management Agency, National Emergency Training Center, 16825 South Seton Avenue, Emmitsburg, Maryland 21727.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some

type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Application forms completed and submitted by applicants for FEMA Home Studies courses.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/NETC-3

SYSTEM NAME:

Records of Alleged Misconduct of Students Attending Training Courses at the National Emergency Training Center.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

National Emergency Training Center, Federal Emergency Management Agency, Emmitsburg, Maryland 21727.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Students attending training courses at the National Emergency Training Center who have been charged with alleged misconduct or found guilty of misconduct.

CATEGORIES OF RECORDS IN THE SYSTEM:

File may include statements from the student charged with alleged misconduct and witnesses; Security reports from Security personnel assigned to the National Emergency Training Center; police reports describing the alleged incident; a copy of student application records, FEMA Form 75-5, which contains the name, address, educational level, social security number, pre-requisite courses taken and where, organization and program affiliation, position title and length of service, business and residence telephone numbers, date, course title

and location; student stipend reimbursement files; State recommendations; and attendance and progress reports.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 44 U.S.C. 3101 50 U.S.C. App. 2253, 2281; E.O. 12127; E.O. 12148; and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of evaluating the alleged misconduct to make an administrative decision as to whether the action warrants dismissal from participation in the training course at the National Emergency Training Center. Upon admission to the National Emergency Training Center, students are apprised that if they are sent home as a result of misconduct, they may not attend future sessions for one (1) fiscal year following the current fiscal year in which the incident occurred.

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

A letter notifying the student's employer of the student's dismissal for reasons of misconduct is sent by the National Emergency Training Center. Upon written request by the student's employer, information from and/or copies of the statements from the student sent home as a result of misconduct and witnesses, police reports, and security reports from security personnel assigned to the National Emergency Training Center may be made available to the student's employer for the purpose of determining if disciplinary action is appropriate by the student's employing organization.

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

STORAGE:

Paper records in file folders.

RETRIEVABILITY:

By name or social security number.

SAFEGUARDS:

Paper records are retained in a locked container and/or room. All records are maintained in areas that are secured by building security personnel during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by General Records Schedule 18 and are destroyed when 2 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Training, Federal Emergency Management Agency, National Emergency Training Center, 16825 South Seton Avenue, Emmitsburg, Maryland 21727.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Directly from the students, witnesses, State and local police departments, and derived from student application and academic records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/NETC-4**SYSTEM NAME:**

Associate Faculty Tracking System

SECURITY CLASSIFICATION:

Unclassified

SYSTEM LOCATION:

Records are stored at the Federal Emergency Management Agency, Office of Training, National Emergency Training Center, Emmitsburg, MD 21727.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who provide instruction in the delivery of Office of Training resident and field courses. Categories of records in the system: Individuals name; home and/or business addresses and telephone numbers; taxpayer identification number; title of courses taught; dates and location of courses; professional degrees; area(s) of

expertise; cost data; and evaluations of courses and instructors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Federal Civil Defense Act of 1950, as amended, 50 U.S.C. App. 2251 *et seq*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. App. 5121 *et seq*; National Security Act of 1947, 50 U.S.C. App. 404; Defense Production Act of 1950, 50 U.S.C. App. 2061 *et seq*; National Flood Insurance Act of 1968, as amended; Flood Disaster Protection Act, as amended, 42 U.S.C. App. 4001 *et seq*; and Earthquake Hazards Reduction Act of 1977, as amended, 42 U.S.C. 7701, *et seq*; Federal Fire Prevention and Control Act of 1974, 15 U.S.C. App. 2201 *et seq*; 5 U.S.C. 301 and 3108; E.O. 1212 and Reorganization Plan No. 3 of 1978; Comprehensive Environmental Response, Compensation, and Liability Act of 1980, 42 U.S.C. 9615 *et seq* (CERCLA), as further amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986, P.L. 99-499; and Emergency Planning and Community Right to Know Act of 1986, as amended, 42 U.S.C. 11001 *et seq* (SARA Title III).

PURPOSE(S):

To provide a capability to track associate faculty data to facilitate the selection of instructors and maintenance of records. The Office of Training staff may access the system to add records for new instructors and/or course offerings, update records for existing instructors, generate on-screen queries and hard copy reports to facilitate the selection of instructors based on factors such as area of expertise or previous evaluations, and obtain cost information in support of budget requirements.

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

Routine uses may include Nos. 1, 2, 3, 5 and 8 of Appendix A.

DISCLOSURES PURSUANT TO 5 U.S.C. 552A(b)(12):

Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

Stand-alone personal computers which consist of hard drive with floppy backup and network use consists of hard drive and magnetic storage media

as backup as well as hard copy procurement documentation.

RETRIEVABILITY:

Menu-driven system capable of retrieving data based on a variety of sorting features. Generally the records will be retrieved by one of the following: name, taxpayer identification number, area(s) of expertise, course and/or course code.

SAFEGUARDS:

The system is accessible by password into an established network capability or on a designated stand-alone computer with limited access and data transmission via modem. Hard copy records are maintained in areas that are secured by building guards during nonbusiness hours.

RETENTION AND DISPOSAL:

Records are updated and are destroyed when no longer needed in accordance with General Records Schedule 3c. System manager(s) and address: Director, Office of Training, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written request should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as notification procedures above.

RECORD SOURCE CATEGORIES:

Information submitted directly by the subject individuals.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/NP-1**SYSTEM NAME:**

Emergency Assignment System.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

National Preparedness Directorate,
Federal Emergency Management
Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Emergency assignees to the FEMA
Special Facility.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel data, social security
number, personal data, skills inventory,
and other related information for the
purpose of in-house official use, based
upon a need-to-know requirement, to
assist officials charged with emergency
responsibilities in the assignment and
coordination of activities in the Office of
Facilities Management.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12148, July 20, 1979.

PURPOSE(S):

To assist officials charged with
emergency responsibilities in the
assignment and coordination of
activities in the Office of Facilities
Management.

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

Routine uses may include Nos. 1, 2, 3,
5 and 8 of Appendix A.

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

Mag-tape, drum, disc and paper.

RETRIEVABILITY:

By name, personal characteristics or
skills, badge number, and agency.

SAFEGUARDS:

Personnel screening hardware and
software computer security measures;
paper records in a locked container
and/or room. All records are maintained
in areas that are secured by building
guards during non-business hours.
Records are retained in areas accessible
only to authorized personnel who are
properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Retention of records shall be for
duration of assignment. Disposition of
records shall be in accordance with the
FEMA Records Schedule N1-311-86-1,
5F3.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director, National
Preparedness Directorate, Federal
Emergency Management Agency,
Washington, DC 20472.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the
system manager. Written requests
should be clearly marked, "Privacy Act
Request" on the envelope and letter.
Include full name of the individual, some
type of appropriate personal
identification, and current address.

For personal visits, the individual
should be able to provide some
acceptable identification, that is,
driver's license, employing office's
identification card, or other
identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above.
The letter should state clearly and
concisely what information is being
contested, the reasons for contesting it,
and the proposed amendment to the
information sought.

FEMA Privacy Act Regulations are
promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

The individuals to whom the record
pertains.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/NP-2**SYSTEM NAME:**

Key Personnel Central Locator List.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

National Preparedness Directorate,
Federal Emergency Management
Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

FEMA key Personnel, Associate
Directorate staffs, Emergency Team
members and individuals who may be
required to respond to natural or
technological emergencies (i.e., Federal
and military agencies, etc.).

CATEGORIES OF RECORDS IN THE SYSTEM:

System consists of "Cardex" software
and contains office and home telephone
numbers, paper numbers and secure
phone numbers as applicable. Access to
the file is limited to protect the home
telephone numbers of personnel in the
files.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12148, July 20, 1979.

PURPOSE(S):

For the purpose of locating selected
key FEMA personnel in the event of a
national disaster or civil emergency. In
the event of a national disaster or civil
emergency which requires action by
FEMA, the list will be referred to in
order to locate selected key officials.

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

To enable the Emergency Action Staff
to forward calls from key staff to
members of their staffs, other key staff
members or the Director's staff. To
provide telephone alerting during
notification stages in response to
emergencies or exercises. To make
notifications to program officers in
response to Presidential declarations as
required.

Additional routine uses may include
Nos. 5 and 8 of Appendix A.

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

Paper records.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Paper records in a locked container
and/or room. All records are maintained
in areas that are secured by building
guards during non-business hours.
Records are retained in areas accessible
only to authorized personnel who are
properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are destroyed in accordance
with FEMA Records and Schedule N1-
311-86-1, 5F3.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director, National
Preparedness Directorate, Federal
Emergency Management Agency,
Washington, DC 20472.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the
system manager. Written requests
should be clearly marked, "Privacy Act
Request" on the envelope and letter.
Include full name of the individual, some
type of appropriate personal
identification, and current address.

For personal visits, the individual
should be able to provide some
acceptable identification, that is,
driver's license, employing office's
identification card, or other
identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

The individuals to whom the record pertains.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/OC-1**SYSTEM NAME:**

Travel and Transportation Accounting.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Office of the Comptroller, Federal Emergency Management Agency, Washington, DC 20472, and all FEMA Regional offices, addresses are listed in Appendix AA. Bi-weekly payroll records are also maintained at classified location and relocation facilities under the FEMA Vital Operating Records Program.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All FEMA employees, headquarters and field, including full-time permanent, part-time, temporary, consultants, and former employees who perform (temporary duty or permanent change of duty station) travel.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains FEMA Form 60-2, requests and authorizations for travel; SF-1169, U.S. Government transportation requests; SF-1038, request for advances of funds; payment records of outstanding travel advances; SF-1012F (PAID) travel vouchers; SF-1170, Redemption of Unused tickets and related records of unused tickets; travel history records; collection vouchers for refunds of advances; and correspondence relating to travel claims. This system includes the taxpayer identification number (social security number).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5701; 30 U.S.C. 52; 31 U.S.C. 65; 31 U.S.C. 71; 41 U.S.C. 3101; 50 U.S.C. App. 2253.

PURPOSE(S):

For the purpose of administering travel requirements.

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

To finance and administration personnel for the purpose of recording and controlling obligations involving travel, and the storage and shipment of household goods, advances, refunds and expenditures of travel funds; to prevent errors leading to improper payments; to detect and recover overpayments; and to support billings to carriers for travel and transportation furnished.

Additional routine uses may include any of the uses listed in Appendix A.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:**DISCLOSURES PURSUANT TO 5 U.S.C. 552A(b)(12):**

Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1936 (31 U.S.C. 3701(a)(3)).

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

Paper records and computerized records.

RETRIEVABILITY:

Travel authorizations are filed alphabetically by transportation requests; records of unused tickets are filed by TR number; records of outstanding advances and travel history records are filed alphabetically by individual; and all advance, refund and payment records are filed by payment date in schedule number sequence.

SAFEGUARDS:

Personnel screening, hardware and software computer security measures; paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records in this system are covered by General Records Schedule 9. Passenger

transportation records are destroyed when 3 years old. Passenger reimbursement records are destroyed when 3 years old. Unused ticket forms are destroyed when no longer needed. General travel and transportation records, as well as accountability records, are destroyed 1 year after all entries are cleared.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller, Federal Emergency Management Agency, Washington, D.C. 20472; all Regional Directors of FEMA, addresses as listed in Appendix AA.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some types of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

FEMA Form 60-2, Official Travel Authorization; SF-1169, U.S. Government Transportation Request are submitted by authorized officials; SF-1038, Application and Account for Advances of Funds are submitted by employee requiring advances; SF-1012F, (PAID) Travel Vouchers are received from the finance and administration office; SF-1170, Redemption of Unused Tickets are prepared from unused tickets turned in by travelers and the file copy of the related Transportation Request and Travel History Record by individuals are prepared from paid vouchers.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/OC-2**SYSTEM NAME:**

Debt Collection Files.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Primary system is located in the Office of the Comptroller, Federal Emergency Management Agency, Washington, DC 20472. Secondary systems may be maintained by the Debt Collection Officers designated for the following offices: Federal Insurance Administration, National Preparedness Directorate, State and Local Programs and Support Directorate, United States Fire Administration, Office of Training/National Emergency Training Center, and each FEMA Regional office.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who are indebted to FEMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

The Debt Collection Officers' file will contain copies of debt collection letters and Optional Form 1114, bill for collection, and correspondence to and from the debtor relating to the debt. The file will include such information as the name and address of the debtor; taxpayer's identification number (which may be the social security number); amount of debt or delinquent amount; basis of debt; date debt arose; office referring debt to the Debt Collection Officer; record of each collection made; credit report or FEMA Form 22-13, financial statement reflecting the net worth of the debtor; date by which debt must be referred to the Agency Collections Officer for further collection action; citation or basis on which debt was terminated or compromised; and the appropriation number under which the Accounts/Notes Receivable was established.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 3701 et seq., Debt Collection Act of 1982 (Pub. L. 97-365, 96 Stat. 1749).

PURPOSE(S):

Information is used for the purpose of collecting monies owed FEMA arising out of any administrative or program activities or services administered by FEMA. The Debt Collection Officers' file represents the basis for the debt and amount of debt and actions taken by

FEMA to collect the monies owed under the debt. The credit report or financial statement provides an understanding of the individual's financial condition with respect to requests for deferment of payment.

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

When debts are uncollectible, copies of the FEMA Debt Collection Officer's file regarding the debt and actions taken to attempt to collect the monies is forwarded to the U.S. General Accounting Office, Department of Justice, or a United States Attorney for further collection action. FEMA may also provide copies of the debt collection letters. Optional Form 1114, bill for collection, and FEMA correspondence to the debtor to a debt collection agency under contract with FEMA for further collection action.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:**DISCLOSURE PURSUANT TO 5 U.S.C. 552A(b)(12):**

Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

Records are maintained in file folders, on lists and forms, and in computer processible storage media.

RETRIEVABILITY:

The primary system files are filed by bill for collection number; the secondary systems may be filed by bill for collection number, name, or taxpayer's identification number (which may be the social security number).

SAFEGUARDS:

Personnel screening, hardware, and software computer security measures; paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by General Records Schedule 6. The file on each debt on which administrative collection action has been completed shall be retained by Debt Collection Officers'

respective program office not less than one year after the applicable statute of limitations has run out. The file is then transferred to the National Archives and Records Service for a period of six years and three months after the end of the fiscal year in which the debt was closed out by means of the debt being paid, terminated, compromised, or the statute of limitations had run out.

SYSTEM MANAGER(S) AND ADDRESS:

Comptroller, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Directly from the debtor, the initial loan application, credit report from the commercial credit bureau, administrative or program offices within FEMA, or other Federal, State, or local agencies which are involved in programs or services administered by FEMA.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/PER-1**SYSTEM NAME:**

Grievance Records.

SECURITY CLASSIFICATION:

Limited Access.

SYSTEM LOCATION:

Office of Personnel and Equal Opportunity, Federal Emergency Management Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current or former employees who have submitted grievances with FEMA in accordance with part 771 of the Office of Personnel Management regulations (5 CFR part 771), or a negotiated procedure.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system contains records relating to grievances filed by agency employees under part 771 of the Office of Personnel Management regulations. These case files contain all documents related to the grievance, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of administrative grievances and negotiated grievance/arbitration systems that FEMA may establish through negotiations with recognized labor organizations.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302, 3301, 3302, E.O. 10577, 3 CFR 1954-58 Comp., p. 218, E.O. 10967, 3 CFR 1959-1963 Comp., p. 519.

PURPOSE(S):

For the purpose of processing grievance complaints from agency employees for personal relief in a matter of concern or dissatisfaction which is subject to the control of FEMA management.

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

To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request and identify the type of information requested; to disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court, in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and analytical studies do not contain individual identifiers, in some instances the

selection of elements of data included in the study may be structured in such a way as to make the data included individually identifiable by inference; to disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel, or the Equal Employment Opportunity Commission when requested in performance of their authorized duties; to disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding; and to provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

Additional routine uses may include Nos. 1, 2, 5 and 8 of Appendix A.

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

These records are maintained in file folders.

RETRIEVABILITY:

By name of the individual.

SAFEGUARDS:

Paper records in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

These records are covered by General Records Schedule 1 and are destroyed 3 years after closing of the case.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Equal Opportunity, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's

identification card, or other identification data.

RECORD ACCESS PROCEDURE:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURES:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Information in this system of records is provided by (1) the individual on whom the record is maintained; (2) testimony of witnesses; and (3) from related correspondence from organizations or persons.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/PER-2**SYSTEM NAME:**

Equal Employment Opportunity Complaints of Discrimination Files.

SECURITY CLASSIFICATION:

Limited Access.

SYSTEM LOCATION:

Office of Personnel and Equal Opportunity, Federal Emergency Management Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any FEMA employee or applicant for employment, headquarters, regional and field offices, including full-time, permanent, part-time and temporary employees, who file a complaint of discrimination against FEMA. Also, any persons who file or could file a complaint of discrimination with FEMA alleging discrimination by a State or local government in violation of title VI of the Civil Rights Act of 1964 and any other similar legislation involving discrimination by a State or local government.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files include complaints of discrimination brought against FEMA by employees or applicants because of race, color, religion, sex, age, handicapped, or national origin; records of counselor's reports, records of investigation, records of hearings and disposition of cases involving Equal Employment Opportunity. Files also

include reports, documents, and information in support of or contrary to the complaint or potential complaint, records of hearings and disposition of the cases by the States or the Director, Federal Emergency Management Agency or higher authority.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Public Laws 92-261 and 93-211 as amended by Public Law 93-516, Equal Employment Opportunity Act of 1972, Executive Orders 11478 and 12067, title VI, Civil Rights Act of 1964 (78 Stat.) (42 U.S.C. 2000d *et seq.*).

PURPOSE(S):

For the purpose of ascertaining whether discrimination has taken place.

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

(a) To Title VI Officers and other investigators and reporting officers to ascertain whether discrimination under the Title VI rules and regulations have taken place; (b) to investigators to secure testimony and affidavits of witnesses and other pertinent data involving Equal Employment Opportunity cases; (c) to State officials and investigators to secure testimony of witnesses and other pertinent data involving Title VI, Civil Rights Act cases; (d) to EEOC and other Federal agencies with jurisdiction for hearings and appeals; (e) to higher authorities outside of FEMA for making a decision; and (f) to the U.S. Justice Department or other agencies as appropriate for enforcement action and where necessary in reporting.

Additional routine uses may include Nos. 4, 5, 7 and 8 of Appendix A.

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

STORAGE:

These records are maintained in file folders and some information may be automated.

RETRIEVABILITY:

By name of the individual.

SAFEGUARDS:

Personnel screening hardware and software computer security measures; paper records in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Official discrimination complaint case files are covered by General Records Schedule 1 and are destroyed 4 years after resolution of case. EEO General Files which records pertaining to the Civil Rights Act of 1964 are covered by General Records Schedule 1 and are destroyed when 3 years old, or when superseded or obsolete, whichever is applicable.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Personnel and Equal Opportunity, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURE:

The major part of this system is exempted from this requirement and the access and contesting requirement under 5 U.S.C. 552a(k)(2). To the extent that this system of records is not subject to exemption, it is subject to notification, access and contesting procedures. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for notification, access, or contesting is received. Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

(a) For the Equal Employment Opportunity files—Information is secured from previous employers, friends and acquaintances of the complainant and the alleged discriminating official, official personal records, educational institutions, etc.; (b) For Civil Rights Act (Title VI) files—Information is secured from complainants and from FEMA officials who conduct Title VI compliance reviews at the State and local level, from citizens who have been denied services or use of facilities, from State and local government records and institutional and organizational records; from State officials who have observed

violations or local officials who have reported violations to the State.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Director, Federal Emergency Management Agency, has determined that this system should be exempted from subsections (c)(3), (d), (e)(1), (e)(4) (G), (H), (I) and (f), of the Privacy Act, 5 U.S.C. 552a, pursuant to 5 U.S.C. 552a(k)(2). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in 44 CFR 6.87.

FEMA/PER-3

SYSTEM NAME:

Payroll and leave accounting.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Office of Personnel and Equal Opportunity, Federal Emergency Management Agency, Washington, DC 20472, and all FEMA Regional offices, addresses are listed in Appendix AA. Office timekeepers at both Headquarters and all Regional offices maintain some duplicative payroll and leave accounting records for input into U.S. Department of Agriculture electronic system to issue paychecks. Bi-weekly payroll records are also maintained at classified location and relocation facilities under the FEMA Vital Operating Records Program.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All FEMA employees, headquarters and field, including full-time permanent, part-time, temporary, consultants, and former employees.

CATEGORIES OF RECORDS IN THE SYSTEM:

Form W-4, Federal and State withholding statement; SF-1192, bond applications; bond listing; SF-50, Notification of Personnel Actions; SF-1199A, Direct Deposit Sign-up form; TSP-1, Thrift Savings Plan Election Form; Form TSP-22, Thrift Savings Plan Loan Payment Allotment Form; TFS Form 7311, Employee Withholding Certificate for City Taxes; SF 2809, Health Benefit Election Form; SF 2810, Notice of Change in Health Benefit Enrollment; SF 1150, Record of Leave Data; and SF 1187 Request for Payroll Deductions for Labor Organization Dues. Official payroll records are maintained in the U.S. Department of Agriculture's National Finance Center, New Orleans PAY/DERS system. This system includes the taxpayer

identification number (social security number).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 112(a) of the Budget and Accounting Procedures Act of 1950; 31 U.S.C. 66(a); 5 U.S.C. 5501, et seq., 5525 et seq., and 6301 et seq.

PURPOSE(S):

For the purpose of administering the pay and leave requirements.

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

These records and information in these records may be used: (a) by the U.S. Department of Agriculture to issue checks and U.S. Savings bonds; (b) by the Department of Labor in connection with a claim filed by an employee for compensation due to a job-connected injury or illness; (c) by state offices of unemployment compensation in connection with claims by former Agency employees for unemployment compensation; (d) by Federal Employees' Group Life Insurance or Health Benefits carriers in connection with survivor annuity or health benefits claims or records reconciliations; (e) to provide officials of labor organizations recognized under the Civil Service Reform Act with information as to the identity of Agency employees contributing union dues each pay period and the amount of dues withheld from each contributor; (f) to disclose information to officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions; (g) to disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court; (h) to disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding; (i) to disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel, Social Security Administration, or the Equal Employment Opportunity Commission when requested in performance of their authorized duties.

Additional routine uses may include any of the uses listed in Appendix A.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

DISCLOSURES PURSUANT TO 5 U.S.C. 552A(B)(12):

Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

STORAGE:

The above mentioned forms consist of paper records in file folders; information from these forms are keyed into a computer system and transmitted to the U.S. Department of Agriculture for preparing checks and bonds.

RETRIEVABILITY:

Federal and state withholding statements, bond applications, requests by employees for allotments of pay for credit to savings accounts with financial institutions, and notifications of personnel actions are filed alphabetically by name of individual.

SAFEGUARDS:

Personnel screening, hardware and software computer security measures; paper records are maintained in locked containers and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Individual authorized allotment records are covered by General Records Schedule 2 and are destroyed 3 years after superseded or after transfer or separation of the employee. Bond registration records are covered by General Records Schedule 2 and are destroyed when 2 years old. Notification of personnel actions are covered by General Records Schedule 1 and are destroyed when 2 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Personnel and Equal Opportunity, Federal Emergency Management Agency, Washington, DC 20472; all Regional Directors of FEMA, addresses as listed in Appendix AA.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the system manager identified above. Written requests should be

clearly marked "Privacy Act Request" on the envelope and letter. Requests should include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individuals should be able to provide some acceptable identification, that is, driver's license, employing organization's identification card, or other identification card.

RECORD ACCESS PROCEDURES:

Same as Notification procedures above.

CONTESTING RECORD PROCEDURES:

Same as Notification procedures above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Treasury Form TDF 10-11.G-6, Earnings and Leave Statements; Net Check listings; Form W-4, Federal and State Withholding Statements; SF-1192, Bond Application; SF-1199, Direct Deposit Sign-up form SF-1199A, Direct Deposit Sign-up form; TSP-1, Thrift Savings Plan Election Form; Form TSP-22, Thrift Savings Plan Loan Payment Allotment Form; TFS Form 7311, Employee Withholding Certificate for City Taxes; SF 2809, Health Benefit Election Form; SF 2810, Notice of Change in Health Benefit Enrollment; SF 1150, Record of Leave Data; and SF 1187 Request for Payroll Deductions for Labor Organization Dues are submitted by the individual to the U.S. Department of Agriculture through FEMA payroll offices; and SF-50, Notification of Personnel Action.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/REG-1

SYSTEM NAME:

State and local Civil Preparedness Instructional Program (SLCPIP).

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Primary system located at FEMA Regional offices, addresses are listed in Appendix AA. Decentralized system located with State and local agencies contractors in various States who provide input to Regional offices.

Duplicate data is forwarded to State Emergency Management offices by contractor in the States for information purposes only. Addresses of contractors and State Emergency Management offices are available at FEMA Regions.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals include local Emergency Management coordinators, teachers, school administrators and local officials who are in need of emergency management training.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system is comprised of 4 reporting forms only one of which has names. These are forwarded from the contractors at the State level to the Regional offices. The form with names is the SLCPIP Contractor's Roster. This form is used to give name, address, and title of participants for each course or workshop conducted. This is a monthly report to the Regions. The Contracting Officer (Region) forwards to FEMA Director, Office of Training, National Emergency Training Center, gross number of activities and participants. The Regions maintain the roster. The Director, Office of Training, National Emergency Training Center, consolidates all ten Regions reports and prepares a consolidated report to the FEMA Director, when required.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; 50 U.S.C. App. 2253, 2281; E. O. 12148; and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of determining which officials are in need or have taken emergency management training.

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

Routine uses may include Nos. 2, 3, 5 and 8 of Appendix A.

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

STORAGE:

Paper records.

RETRIEVABILITY:

By name, address, name of course, date and location.

SAFEGUARDS:

Paper records in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible

only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by FEMA Records Schedule N1-311-86-1, 3A-4a and are destroyed 6 years and 3 months after completion of contract.

SYSTEM MANAGER(S) AND ADDRESS:

Regional Directors of FEMA, addresses are listed in Appendix AA.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the appropriate system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

The source for information on participants in a course is forwarded by the contractors in the various States as he/she conducts training activities in his/her State.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/REG-2

SYSTEM NAME:

Disaster Recovery Assistance Files.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Disaster Field Offices, and FEMA regional offices listed in Appendix AA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who apply for disaster recovery assistance following Presidentially declared major disasters or emergencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

a. Records of registration for assistance (FEMA Form 90-69, Disaster Assistance Registration/Application includes names, addresses, telephone numbers, social security numbers, insurance coverage information, household size and composition, type of damage incurred, income information, programs to which referred for assistance, flood zones, preliminary determinations of eligibility for disaster assistance).

b. Inspection reports (FEMA Form 90-56, Inspection Report) contain identification information, and results of survey of damaged property and goods.

c. Temporary housing assistance eligibility determinations (FEMA Forms 90-11 through 90-13, 90-16, 90-22, 90-24 through 90-28, 90-31, 90-33, 90-41, 90-48, 90-57, 90-68 through 90-70, 90-71, 90-75 through 90-78, 90-82, 90-86, 90-87, 90-94 through 90-97, 90-99, and 90-101). These pertain to approval and disapproval of temporary housing assistance: general correspondence, complaints, appeals, and resolutions, requests for disbursement of payments, inquiries from tenants and landlords, general administrative and fiscal information, payment schedules and forms, termination notices, and information shared with the temporary housing program staff from other agencies to prevent duplication of benefits, leases, contracts, specifications for repair of disaster damaged residences, reasons for eviction or denial of aid, sales information after tenant purchase of housing units, and status of disposition of applications of housing.

d. Eligibility decisions from other agencies (for example, the disaster loan program administered by the Small Business Administration, and decisions of the State-administered Individual and Family Grant program) as they relate to determinations of eligibility for disaster assistance programs.

e. State files containing related, but independently kept, records of persons who request Individual and Family Grants, and administrative files and reports required by FEMA. As to individuals, the same type of information as described above under registration, inspection, and temporary housing assistance records are kept. As to administrative and reporting requirements, FEMA Forms 76-27, 76-28, 76-30, 76-32, 76-34, 76-35, 76-38 are used. State administrative planning formats are also used.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

P. L. 93-238, the Disaster Relief Act of 1974 as amended; Reorganization Plan No. 3 of 1978.

PURPOSE(S):

To register applicants needing disaster assistance, to inspect damaged homes, to verify information provided by the applicant, and to make eligibility determinations for that assistance.

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

Other Federal agencies, State governments, and volunteer agencies charged with administering disaster relief programs, both under the Disaster Relief Act as amended and other disaster legislation of charters may have read-only access to information relevant to their particular assistance program to determine eligibility for assistance programs. They will not be able to change FEMA records. To the extent that eligibility for a program depends on eligibility for assistance from another program (section 312 of the Act, which prevents duplication of benefits among disaster organizations), the information must be shared between and among these agencies and organizations.

Additional routine uses may include those identified at Nos. 1, 2, 3, 5, 6, and 8 of Appendix A.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:**DISCLOSURES PURSUANT TO 5 U.S.C. 552A(b)(12):**

Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act, 915 U.S.C. 1681a(f) or the Debt Collection Act of 1982.

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

Computer discs, records in file folders.

RETRIEVABILITY:

By name, address, social security number, case file numbers.

SAFEGUARDS:

Hardware and software computer security measures; paper files in locked file cabinets or rooms; buildings are secured during non-business hours by building guards.

RETENTION AND DISPOSAL:

Because of varying record schedules applicable to this system of records, we have broken down the paragraphs under the categories of records section for

easy reference. Records covered by paragraphs a through d are covered by FEMA Records Schedule N1-311-86-1, Item 8b(1) and are destroyed 6 years and 3 months after the files are consolidated. Records covered by paragraph e are covered by FEMA Records Schedule N1-311-86-1, Item 7 and are destroyed 3 years after the disaster contract is terminated.

SYSTEM MANAGER(S) AND ADDRESS:

Regional Directors of FEMA, addresses are listed in Appendix AA.

NOTIFICATION PROCEDURES:

Inquiries should be addressed to the appropriate system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought. FEMA Privacy Act regulations are at 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Applicants for disaster recovery assistance; credit rating bureaus, financial institutions, insurance companies and agencies providing disaster relief.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/SEC-1**SYSTEM NAME:**

Security Support System.

SECURITY CLASSIFICATION:

Limited Access. Certain records in this system are provided security safeguards equivalent to the protection of Top Secret and/or Special Access Program (SAP) information.

SYSTEM LOCATION:

Office of Security, Federal Emergency Management Agency, Washington, DC 20472; FEMA Regional offices and Field Activities, and other facilities

designated and approved by the Systems Manager. Name, Social Security number, FEMA point of contact, and time and length of visit, is also available to General Services Administration guards who are hired under a GSA contract for FEMA to confirm proper identification of individuals requiring access to FEMA Headquarters facility.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

FEMA employees, other Federal agency employees, State employees, and consultant/contract employees and visitors to the FEMA Headquarters Building and Field Activities, and all other individuals requiring access to official FEMA premises.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system contains security records on FEMA employees, applicants for employment, nominees. Security records include: Statement of personal history, personal data (e.g., name, address, telephone number and social security number) contained on Standard Forms 85, 85A, 86, and 87, security clearance forms; rosters; lists; Standard Form 312, non-disclosure statements; FEMA Form 12-17, security termination statement, and Optional Forms 62 and 63, forms for record container combinations and other related records. This system also includes copies of background investigations conducted by the Office of Personnel Management (OPM), FEMA, or other government investigative agencies. (The OPM background investigations are not FEMA records but rather are OPM records covered by OPM's system of records entitled, OPM/Central-9, Personnel Investigations Records, and requests for these records must be submitted directly to OPM-FIPC, Boyers, PA 16013. Requests for investigations conducted by other government investigative agencies must be submitted directly to the agency which conducted the investigation. The background investigations conducted by a FEMA contractor are FEMA records and are covered by this system notice. This system also contains records concerning Personnel Security Program for positions associated with computer systems (Chapter 732 of the Federal Personnel Manual). This system also includes FEMA Form 12-36, requests for access to FEMA Special Access Program; FEMA Form 12-35, notification of disapproval for access to FEMA Special Access Program; FEMA Form 12-37, inadvertent disclosure statements; FEMA Form 12-38, non-

disclosure agreements; and FEMA Form 12-30, termination of access to certain classified information.

This system also includes entrant/exit records for access to FEMA premises. For visitors, this system includes name; temporary badge number; host's number, office symbol, and room number. For all others, this system includes name, social security number, specific areas and times of authorized accessibility, escort authority, status and level of security clearance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12127; E.O. 12148; Reorganization Plan No. 3 of 1978; Section 4-2a, Executive Order 10450; Executive Order 12356; and Paragraph 1a, National Security Decision Directive 84, Safeguarding National Security Information.

PURPOSE(S):

For routine administrative, managerial, and security purposes by officials on a need-to-know basis in order to better track, manage and control access to information, buildings and restricted areas under the jurisdiction of FEMA, to determine the status of individuals entering FEMA premises; and to provide data requisite to investigations and security reports.

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

An employee's level of security clearance and type of Special Access Program may be reported to another agency for the purpose of interagency security administration; information may be provided to other federal departments and agencies charged with responsibility in the assignment and coordination of federal emergency response teams; to any Federal, State or local law enforcement agency for law enforcement purposes; to any Federal agency pursuant to statutory intelligence responsibilities. The entrant and exit records may also include employees from other agencies which share building space in FEMA facilities and those records may be released to the individuals' respective employing agency. The Name, Social Security number, FEMA point of contact, and time and length of visit, is also available to General Services Administration guards who are hired under a GSA contract for FEMA to confirm proper identification of individuals requiring access to FEMA Headquarters facility.

Additional routine uses may include Nos. 1, 2, 3, 4, 5, and 8 of Appendix A.

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

STORAGE:

Mag-tape, disk, paper and index cards.

RETRIEVABILITY:

By name, social security number, organization, security clearance level, type of Special Access Program, and badge number (except for visitors).

SAFEGUARDS:

All employees of the Office of Security have undergone a Special Background Investigation (SBI). All records containing personal information are maintained in secured storage areas contained within restricted areas, access to which is limited to authorized personnel. All records containing personal information on a computerized data base are accessible only through computer media under FEMA jurisdiction and placed in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password protected and under the direct responsibility of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular ad hoc monitoring of computer usage. Certain records in this system are provided security safeguards equivalent to the protection of Top Secret and/or Special Access Program (SAP) information. All records are maintained in areas that are secured by building guards and/or alarm systems during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared, trained and have a verified need-to-know.

RETENTION AND DISPOSAL:

Records are covered by General Records Schedule 18. Requests and authorizations for individuals to have access to classified files are destroyed 2 years after authorization expires. Forms or lists used to record safe combinations, names of individuals knowing combinations, and comparable data used to control access into classified containers are destroyed when superseded by a new form or list, or upon turning in of containers. Lists or rosters showing the current security clearance status of individuals are destroyed when superseded or obsolete. Personnel security case files are destroyed upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relation expires,

whichever is applicable. Records relating to alleged security violations are destroyed 2 years after completion of final action or when no longer needed, whichever is sooner; records relating to alleged violations of a sufficient serious nature that are referred for prosecutive determinations are destroyed 5 years after the close of the case. Copies of non-disclosure agreements are destroyed when 50 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Security, Office of Security, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURE:

Individuals wishing to inquire whether this system contains information about them should contact the appropriate system manager in writing. Individuals must furnish their full name, social security number, some type of appropriate personal identification, current mailing address and zip code, and any other available information regarding the type of record involved.

RECORD ACCESS PROCEDURES:

Specific materials in this system have been exempted from the access and contesting requirements under 5 U.S.C. 552a(k)(1) and 5 U.S.C. 552a(k)(5). To the extent that this system of records is not subject to exemption, it is subject to the access and contesting procedures. A determination as to the applicability of an exemption as to a specific record shall be made at the time a request for access or contest is received. Inquiries should be addressed to the appropriate system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Individuals must furnish their full name, social security number, some type of appropriate personal identification, and current address, any other available information regarding the type of record for which access or amendment is being requested.

CONTESTING RECORD PROCEDURE:

Same as access procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Directly from the individual to whom the record pertains. The FEMA

background investigation for access to classified information includes information from an application submitted by or an interview with the individual to whom the record pertains; employers; coworkers; neighbors; friends; acquaintances; physicians; other government agencies; educational institutions; credit references; and police departments. The entrant and exit records come directly from paper log completed by the individuals and/or from the individuals using FEMA issued badges to enter through turnstiles.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

The Director, Federal Emergency Management Agency, has determined that specific materials in this system should be exempted from subsections (c)(3), and (d) of the Privacy Act, 5 U.S.C. 552a, pursuant to 5 U.S.C. 552a(k)(1) and 5 U.S.C. 552a(k)(5). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (c) and (e) and have been published in 44 CFR 6.87.

FEMA/SLPS-1

SYSTEM NAME:

Application for Enrollment in Architectural Engineering Professional Development Program.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who apply for FEMA professional development courses: Fallout Shelter Analysis (FSA), Protective Construction (PC), Multiprotection Design (MPD).

CATEGORIES OF RECORDS IN THE SYSTEM:

FEMA Form 75-5, Application for Enrollment of Architects and Engineers Professional Development Program. Includes applicant's name, address, date of birth, education and status of completion in the course.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, 44 U.S.C. 3104, 50 U.S.C. App. 2253.

PURPOSE(S):

For the purpose of ascertaining qualifications for certification as FSA for issuance of appropriate certificates and development of mailing lists for

disseminating new information to them as appropriate.

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

Routine uses may include Nos. 5 and 8 of Appendix A.

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

STORAGE:

Application forms are kept on microfiche. Some of the data is kept on computer magnetic tape for processing in conjunction with dissemination of new information.

RETRIEVABILITY:

By name of the individual and FSA number.

SAFEGUARDS:

Personnel screening hardware and software computer security measures; paper records in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by FEMA Schedule N1-311-86-1, destroy when 2 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director, State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Applications submitted by applicants.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/SLPS-2

SYSTEM NAME:

Military Reserve Program.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; all FEMA Regional Directors, addresses are listed in Appendix AA; and State and local civil preparedness agencies requesting information.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All military reservists who have mobilization designation to FEMA, including FEMA Regional offices, and State and local civil preparedness agencies.

CATEGORIES OF RECORDS IN THE SYSTEM:

Includes copies of orders, lists of reservists assigned, and those eligible to be assigned, to the FEMA regions and State and local civil preparedness agencies; other related documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 270; 10 U.S.C. 275; 41 U.S.C. 3101; 50 U.S.C. App. 2253; E.O. 12148; and Reorganization Plan No. 3 of 1978.

PURPOSE(S)

For the purpose of preparing statistical reports, rosters, lists of new assignees; review of assignments to provide information for reallocation of vacant spaces; provide basis for general management of the program, including the preparation of efficiency and other reports.

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

Applications are processed by the uniformed service's personnel headquarters and if approved, issuances of assignment orders are distributed to interested offices for program recruiting, record and management purposes.

Additional routine uses may include Nos. 5, 7 and 8 of Appendix A.

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

STORAGE:

Computer printouts and orders and related papers are filed in paper folders in metal filing cabinets.

RETRIEVABILITY:

At FEMA Headquarters—by region and military service; at FEMA Regional offices—by military service, State, and individual's name.

SAFEGUARDS:

Personnel screening hardware and software computer security measures; paper records in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by FEMA Records Schedule N1-311-86-1, 4B-22 and are destroyed 1 year after reservist leaves the program. System manager(s) and address: Associate Director, State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; and all FEMA Regional Directors, addresses are listed in Appendix AA.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Reservist submits completed applications to FEMA Regional or State and local civil preparedness agency when he or she desires to work.

Application is endorsed at each level and forwarded through civil preparedness channels to the respective service personnel administrative headquarters for processing, and if approved, issuance of assignment orders. Copies of assignment orders are distributed to interested offices.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/SLPS-3

SYSTEM NAME:

Radioactive Materials Inventory.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; National Emergency Training Center, Emmitsburg, Maryland 21727 and all FEMA Regional Directors, addresses are listed in Appendix AA. Copies are also maintained at the appropriate State and local civil preparedness agencies and at State radiological systems maintenance and calibration facilities, and as applicable to another Federal agency or FEMA contractor having radioactive material on loan.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Custodians of FEMA Radioactive Material.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain a listing of all FEMA owned radioactive materials on loan to a State, other Federal agencies, FEMA contractors and others. Categories of information stored in the system include: custodian's name, address, city, county, telephone number, user authorization number and expiration date, date of transfer, FEMA Region, State, storage name, address, city, county, license number, type, expiration date, radioactive material nomenclature, isotope activity, civil preparedness nomenclature, serial numbers, leak test data, ID number of item, voucher number and date.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 44 U.S.C. 3104; 50 U.S.C. App. 2253; E.O. 12148; and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of controlling and maintaining a record to whom

radioactive materials are loaned in order to avoid loss or unauthorized use.

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

Information relating to radioactive material items on loan may be provided to the user which includes State Radiological Systems Maintenance, Maintenance and Calibration Facility, State Civil Preparedness offices, other Federal agencies, FEMA Contractors and others processing loaned material for determining custodian of an item; number of items on loan to a State, other Federal agency, contractors and other users; record of license number authorizing custodian possession of material; inventory of items by radioisotope; using incapsulation data and radioisotope decay to determine activity at any given time. For lost or unauthorized sources, the entire file may be searched.

Additional routine uses may include Nos. 1, 5, and 8 of Appendix A.

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

STORAGE:

Computer magnetic tapes and disks, computer paper printouts.

RETRIEVABILITY:

Computer file is accessible by any of the categories listed in Record-Category above.

SAFEGUARDS:

Personnel screening hardware and software computer security measures; computer printouts are stored in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by FEMA Records Schedule N1-311-86-1, 4B-11. Files are updated as changes occur. As records are updated, file incorporates records into a historical file so that previous information remains on storage enabling a listing of all previous data in file in various Record-Categories. This permits a listing of leak test history data, listing of all storage locations and date of transfer, listing of all custodians, date of transfer, license numbers under which item was loaned. Based on expiration date of license, lists can be prepared of licenses due for renewal and overdue. Based on leak test data,

lists can be prepared of items scheduled for leak testing and overdue. Items in possession of unauthorized personnel can be traced to last custodian by serial number, ID number or other available nomenclature.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director, State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; and all FEMA Regional Directors, addresses are listed in Appendix AA.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Data to update file is supplied by custodians of loaned material (note: transferee will report name of new custodian). State Civil Preparedness Agency Maintenance and Calibration Facility personnel, FEMA Regional offices, RADEF and Technological Hazards Branch of State and Local Programs and Support Directorate and other FEMA divisions.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/SLPS-4

SYSTEM NAME:

Maintenance and Calibration.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC

20472; and all FEMA Regional Directors, addresses are listed in Appendix AA. Copies are also maintained at the appropriate State and local civil preparedness agencies and at State radiological systems maintenance and calibration facilities, and as applicable to another Federal agency.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All State RADEF Officers and Maintenance Officers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain the shipping and mailing addresses of the State radiological systems maintenance and calibration facilities. It also contains the name and telephone number of the maintenance officer of the maintenance and calibration facility and the State RADEF officer.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301; 44 U.S.C. 3104; 50 U.S.C. App. 2253; E.O. 12148; and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of keeping an up-to-date list and addresses of the maintenance officer of the maintenance and calibration facility and the State RADEF officer.

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

Mailing and shipping labels may be furnished to the Oak Ridge National Laboratory, Oak Ridge, Tennessee, and FEMA Logistical Support Facility, GSA, Ft. Worth, Texas, for use by them and the FEMA Federal Supply Depot to ship and mail supplies to the States for use under the Radiological Systems Maintenance contract. Information may also be furnished to other Federal agencies and to State radiological maintenance facilities upon request in order to furnish supplies, and/or information for use in the radiological systems maintenance contract. Additional routine uses may include Nos. 5, and 8 of Appendix A.

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

STORAGE:

Paper files and computer tapes and disks.

RETRIEVABILITY:

Filed by region then alphabetically by State name.

SAFEGUARDS:

Personnel screening hardware and software computer security measures; computer printouts are stored in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered by FEMA Records Schedule N1-311-86-14B-23b and are destroyed when information is superseded or obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director, State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; and all FEMA Regional Directors, addresses are listed in Appendix AA.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Information submitted by State RADEF Officer, Maintenance and Calibration Facility Officer, FEMA Regional Staff, and others knowledgeable of change in data.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/SLPS-5**SYSTEM NAME:**

Radiation Exposure and Radioactive Materials; Radiation Committee Records.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; National Emergency Training Center, Emmitsburg, Maryland 21727; and all FEMA Regional Directors, addresses are listed in Appendix AA.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Files contain the following types of individuals within FEMA or under FEMA Byproduct Materials License: All authorized users of sources of ionizing radiation; activity radiation safety officers; ionizing radiation dose records officers; custodians of FEMA sources of ionizing radiation; committee members and alternates.

CATEGORIES OF RECORDS IN THE SYSTEM:

Files contain records produced in the conduct of committee duties and functions which include the control and administration of, the procurement, use, handling, storage and disposal of all sources of ionizing radiation throughout FEMA and other users under FEMA licenses and authorizations, assuring compliance with licenses and authorizations issued to FEMA for ionizing radiation and the regulations applicable to these license holders. Records include committee members, authorized users, activity radiation safety officers, ionizing radiation dose records for individuals who may be exposed to FEMA sources of ionizing radiation, and inspections (surveys) of activities and facilities using FEMA sources of ionizing radiation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101; 50 U.S.C. App. 2253; 2281; 44 U.S.C. 2073, 2093, 2095, 2111, 2112, 2201, 2232, 2233, 2234, 2273 and E.O. 12148; and Reorganization Plan No. 3 of 1978.

PURPOSE(S):

For the purpose of procuring, using, handling, controlling, and administration of the procurement, use, handling, storage and disposal of all sources of ionizing radiation throughout FEMA and other users under FEMA licenses and authorizations, assuring compliance with licenses and authorizations issued

to FEMA for ionizing radiation and the regulations applicable to these license holders.

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

To Radiation control committee in conduct of committee duties and functions including the following: Serving as an advisory board recommending approval and exercising control of the procurement, use, handling, storage, and disposal of sources of ionizing radiation for emergency management purposes; based upon the qualifications submitted, designate for approval all authorized users of sources of ionizing radiation with FEMA or under FEMA licenses or authorizations; recommend for approval activity radiation safety officers for all FEMA installations and other facilities where sources of ionizing radiation are used, handled or stored under FEMA licenses or authorizations; establishes general procedures and guidance governing the use, handling, storage of sources of ionizing radiation, including appropriate health physics or emergency procedures and precautions, establishing formal rules and regulations as necessary, assure that the rules and conditions of the FEMA licenses, authorizations, and regulations are observed in all FEMA activities; maintains records of the procurement, receipt, transfer and disposal of all FEMA sources of ionizing radiation dose records for each FEMA employee and other individual who may have been exposed to ionizing radiation under FEMA licenses or authorizations; providing liaison with other Federal agencies with regard to committee duties and functions; maintain records of applications and amendments to licenses and authorizations for the use of ionizing radiation at FEMA facilities; maintain records of periodic inspections of all FEMA activities involved with sources of ionizing radiation under FEMA licenses and authorizations. Additional routine uses may include Nos. 1, 5, and 8 of Appendix A.

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

Paper files and radioactive materials inventory on computer magnetic tape and disks.

RETRIEVABILITY:

Filed by subject and ionizing radiation exposure records subfiled alphabetically by name.

SAFEGUARDS:

Personnel screening hardware and software computer security measures; computer printouts are stored in a locked container and/or room. All records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Records are covered under General Records Schedule 16 and FEMA Records Schedule N1-311-86-1, 4B. Radioactive materials files are destroyed when no longer needed for administrative use or to meet legal requirements. Radiation Dose Records are destroyed after 75 years. Records produced in the conduct of committee duties are destroyed when information is superseded or obsolete.

SYSTEM MANAGER(S) AND ADDRESS:

Associate Director, State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; and all FEMA Regional Directors, addresses are listed in Appendix AA. Notification procedure: Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORD PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Reports prepared and submitted by committee members, activity radiation safety officers and users. Data for ionizing radiation dose records from individuals wearing dosimeters and film badge processors.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

FEMA/SLPS-6**SYSTEM NAME:**

Temporary and Permanent Relocation and Personal and Real Property Acquisitions and Relocation Files.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

The information will be gathered by a contractor for submission to the FEMA Regional Office which services the affected properties being acquired or relocated. The contractor will be subject to the Privacy Act requirements during the contractor's custody of the records. A secondary system relating to Superfund acquisitions will be maintained by the State and Local Programs and Support Directorate, Office of Disaster Assistance, Federal Emergency Management Agency, Washington, DC 20472; and a secondary system relating to section 1362 acquisitions under the National Flood Insurance Act will be maintained by the Federal Insurance Administration, Washington, DC 20472. Information on temporary relocation assistance will be collected by FEMA employees and maintained at a site office, at a Regional office, or at Headquarters, Washington, DC, depending upon who administered the program. Categories of individuals covered by the system: Individuals whose real property has been or is being acquired by FEMA and/or have been relocated or are being relocated by FEMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

The file may contain the following: (1) For section 1362 acquisitions, the files before Fiscal Year 1985 contain copies of the appraisals, appraisal contracts and reviews and approval documents. After FY 1985, the files do not contain copies of any appraisals or related-appraisal documents; for Superfund acquisition, the files include only the appraisal contracts, and approval documents; (2) Amounts paid for purchase of property including records of negotiations and offers; (2) Title search documentation, including property titles, title company correspondence, closing papers, tax records, and contracts; (3) Loan interest payment information including mortgage payment papers, loan documentation claims, and FEMA approvals; (4) Information for determining benefit amounts for real property acquisition including tax records, mortgage

information and divorce decrees; (5) Information concerning replacement housing determinations including tax information, affidavits, and determinations; (6) Relocation claims payment information including documents which verify that funds have been spent, deeds, contracts, building estimates, construction bills, loan papers, leases, cancelled checks, claim forms, and Decent, Safe and Sanitary Inspection Forms; (7) Deeds, contractual sale documents, notations of follow-up actions, appraiser qualifications, rent supplement information, insurance verifications, moving cost information, permanent relocation questionnaires including background information on displaced persons, and information supplied by displaced persons to support claims for real property acquisition and relocation assistance. The temporary relocation assistance file may contain the following: (1) Applicant contact sheets; (2) Application for assistance; (3) Leases and/or reimbursement agreements and corresponding housing inspection reports; (4) Requests for payment with supporting bills, receipts, etc., for relocation expenses and payments records to individuals and businesses; and (5) Move-out records. This system may also include the taxpayer identification number (social security number).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Comprehensive Environmental Response Compensation Liability Act (CERCLA) of 1980, as amended by the Superfund Amendments and Reauthorization Act (SARA), Executive Order 12580, Superfund Implementation, Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 U.S.C. 4601 et seq.), Section 1362 of the National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), as amended, 42 U.S.C. 4001-4128, Reorganization Plan No. 3 of 1978 and Executive Order 12127.

PURPOSE(S):

Information is used for the purpose of tracking individual properties which qualify for acquisition and/or relocation under the Comprehensive Environmental Response Compensation Liability Act of 1980, as amended, and/or Section 1362 of the National Flood Insurance Act of 1968, as amended.

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

Information may be provided to the affected State or a political subdivision thereof for the purpose of determining

the State's or subdivision's eligibility for taking title to the acquired property for recreational and open space resources; to the Environmental Protection Agency for the purpose of verifying the proper eligibility and use of Superfund monies to acquire properties found to be uninhabitable for the population and in connection with legal cases brought under the Superfund; to the Small Business Administration for the purpose of determining the individual/business eligibility for loans and nonduplication of funds; and to the U.S. General Accounting Office, Department of Justice, or a United States Attorney for legal representation in duplication of benefits provided to the individual or legal cases brought by or against FEMA, or in the case of Superfund monies, those brought by or against the Environmental Protection Agency. Under Section 1362 acquisitions, ownership information and legal description will be provided to the Department of Justice for the purpose of obtaining official title opinions prior to acquisition. Additional routine uses may include Nos. 1, 5, and 8 of Appendix A.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

Records are maintained in file folders, on lists and forms, and in computer processible-storage media.

RETRIEVABILITY:

By name.

SAFEGUARDS:

Personnel screening hardware and software computer security measures; paper records are stored in a locked container and/or room. Records which are maintained at a site office might not be secured by building guards during non-business hours but are retained in a locked container and/or locked room. All other records are maintained in areas that are secured by building guards during non-business hours. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

RETENTION AND DISPOSAL:

Permanent Personal and Real Property Acquisitions and Relocation records are covered by General Record Schedules 3 and 4. The file regarding individuals about whom real property has been acquired by FEMA and who have been relocated shall be retained for a period of 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. Abstract or certificate of title and other records deemed necessary or convenient for donated property shall be transferred to recipient of the property after release by the Government. Purchase related papers shall be destroyed 6 years and 3 months after final payment. Temporary relocation assistance records are covered by FEMA Records Schedule N1-311-86-1, 4C-8b and are consolidated at the respective regional office at end of Phase II and destroyed 6 years 3 months after consolidation.

SYSTEM MANAGER(S) AND ADDRESS:

For Superfund acquisitions—Associate Director, State and Local Programs and Support Directorate, Federal Emergency Management Agency, Washington, DC 20472; and all FEMA Regional Directors, addresses are listed in Appendix AA. For section 1362 acquisitions under the National Flood Insurance Act—Federal Insurance Administrator—Federal Insurance Administrator, Federal Emergency Management Agency, Washington, DC 20472; and all FEMA Regional Directors.

NOTIFICATION PROCEDURE:

Inquiries should be addressed to the system manager. Written requests should be clearly marked, "Privacy Act Request" on the envelope and letter. Include full name of the individual, some type of appropriate personal identification, and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, or other identification data.

RECORDS ACCESS PROCEDURE:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURE:

Same as notification procedure above. The letter should state clearly and concisely what information is being contested, the reasons for contesting it, and the proposed amendment to the information sought.

FEMA Privacy Act Regulations are promulgated in 44 CFR part 6.

RECORD SOURCE CATEGORIES:

Directly from the individual, the appraisal records, title report, or homeowner report.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

Appendix A

Introduction to Routine Uses: Certain routine uses have been identified as being applicable to many of the FEMA systems of record notices. The specific routine uses applicable to an individual system of record notice will be listed under the "Routine Use" section of the notice itself and will correspond to the numbering of the routine uses published below. These uses are published only once in the interest of simplicity, economy and to avoid redundancy, rather than repeating them in every individual system notice.

1. Routine Use—Law Enforcement: A record from any FEMA system of records, which indicates either by itself or in combination with other information within FEMA's possession, a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, may be disclosed, as a routine use, to the appropriate agency whether Federal, State, territorial, local or foreign, or foreign agency or professional organization, charged with the responsibility of enforcing, or implementing, or investigating, or prosecuting such violation or charged with implementing the statute, rule, regulation or order issued pursuant thereto.

2. Routine Use—Disclosure When Requesting Information: A record from a FEMA system of records may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, regulatory, licensing or other enforcement information or other pertinent information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

3. Routine Use—Disclosure of Requested Information: A record from a FEMA system of records may be disclosed to a Federal agency, in response to a written request in connection with the hiring or retention of an employee, the issuance of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. Routine Use—Grievance, Complaint, Appeal: A record from a FEMA system of records may be disclosed to an authorized appeal or grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the Office of Personnel

Management in accordance with the agency's responsibility for evaluation of Federal personnel management.

To the extent that official personnel records in the custody of FEMA are covered within systems of records published by the Office of Personnel Management as governmentwide records, those records will be considered as a part of that governmentwide system. Other official personnel records covered by notices published by FEMA and considered to be separate systems of records may be transferred to the Office of Personnel Management in accordance with official personnel programs and activities as a routine use.

5. Routine Use—Congressional Inquiries: A record from a FEMA system of records may be disclosed as a routine use to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained.

6. Routine Use—Private Relief Legislation: The information contained in a FEMA system of records may be disclosed as a routine use to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that circular.

7. Routine Use—Disclosure to the Office of Personnel Management: A record from a FEMA system of records may be disclosed to the Office of Personnel Management concerning information on pay and leave benefits, retirement deductions, and any other information concerning personnel actions.

8. Routine Use—Disclosure to National Archives and Records Administration: A record from a FEMA system of records may be disclosed as a routine use to the National Archives and Records Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 12906.

9. Routine Use—Grand Jury: A record from any system of records may be disclosed, as a routine use, to a grand jury agent pursuant to a Federal or State grand jury subpoena or to a prosecution request that such record be released for the purpose of its introduction to a grand jury.

Appendix AA

Addresses for FEMA Regional Offices:
 Region I—Regional Director, FEMA, Room 442, J.W. McCormack Post Office and Courthouse Building, Boston, MA 02109;
 Region II—Regional Director, FEMA, 28 Federal Plaza, Room 1338, New York, NY 10278;
 Region III—Regional Director, FEMA, Liberty Square Building (Second Floor), 105 South Seventh Street, Philadelphia, PA 19106;
 Region IV—Regional Director, FEMA, 1371 Peachtree Street, NE., Suite 700, Atlanta, GA 30309;
 Region V—Regional Director, FEMA, 175 West Jackson Blvd., 4th Floor, Chicago, IL 60604-2898;

Region VI—Regional Director, FEMA, Federal
Regional Center, 800 North Loop 288,
Denton, TX 76201-3698;

Region VII—Regional Director, FEMA, 911
Walnut Street, Room 200, Kansas City, MO
64106;

Region VIII—Regional Director, FEMA,
Denver Federal Center, Building 710, Box
25267, Denver, CO 80225-0267;

Region IX—Regional Director, FEMA,
Building 105, Presidio of San Francisco, CA
94129;

Region X—Regional Director, FEMA, Federal
Regional Center, 130 228th Street, SW.,
Bothell, WA 98021-9796

[FR Doc. 90-20821 Filed 9-6-90; 8:45 am]

BILLING CODE 6718-01-M

The following is a list of the names of the members of the American Medical Association, as reported in the official journal of the Association, the Journal of the American Medical Association, for the year 1917. The names are arranged in alphabetical order, and are given in full, including the name of the member, the name of the institution, and the name of the city and state.

1. Dr. J. H. Smith, M.D., University of California, Los Angeles, California.

2. Dr. W. H. Jones, M.D., University of Michigan, Ann Arbor, Michigan.

3. Dr. R. L. Brown, M.D., University of Wisconsin, Madison, Wisconsin.

4. Dr. T. E. White, M.D., University of Illinois, Urbana, Illinois.

5. Dr. C. D. Green, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

6. Dr. F. G. Black, M.D., University of Texas, Austin, Texas.

7. Dr. H. K. Gray, M.D., University of Minnesota, Minneapolis, Minnesota.

8. Dr. J. M. Hall, M.D., University of Maryland, Baltimore, Maryland.

9. Dr. L. N. King, M.D., University of New York, New York, New York.

10. Dr. O. P. Lee, M.D., University of North Carolina, Chapel Hill, North Carolina.

11. Dr. Q. R. Scott, M.D., University of Ohio, Columbus, Ohio.

12. Dr. S. T. Walker, M.D., University of Oregon, Eugene, Oregon.

13. Dr. U. V. Young, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

14. Dr. W. X. Zane, M.D., University of Wisconsin, Madison, Wisconsin.

15. Dr. Y. A. Baker, M.D., University of Michigan, Ann Arbor, Michigan.

16. Dr. Z. B. Carter, M.D., University of Illinois, Urbana, Illinois.

17. Dr. A. C. Davis, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

18. Dr. B. D. Evans, M.D., University of Texas, Austin, Texas.

19. Dr. C. E. Foster, M.D., University of Minnesota, Minneapolis, Minnesota.

20. Dr. D. F. Gibson, M.D., University of Maryland, Baltimore, Maryland.

21. Dr. E. G. Harris, M.D., University of New York, New York, New York.

22. Dr. F. H. Ingram, M.D., University of North Carolina, Chapel Hill, North Carolina.

23. Dr. G. I. Jackson, M.D., University of Ohio, Columbus, Ohio.

24. Dr. H. J. Keith, M.D., University of Oregon, Eugene, Oregon.

25. Dr. I. K. Lester, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

26. Dr. J. L. Martin, M.D., University of Wisconsin, Madison, Wisconsin.

27. Dr. K. M. Nelson, M.D., University of Michigan, Ann Arbor, Michigan.

28. Dr. L. O. Phillips, M.D., University of Illinois, Urbana, Illinois.

29. Dr. M. P. Quinn, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

30. Dr. N. R. Reed, M.D., University of Texas, Austin, Texas.

31. Dr. O. S. Shaw, M.D., University of Minnesota, Minneapolis, Minnesota.

32. Dr. P. T. Stone, M.D., University of Maryland, Baltimore, Maryland.

33. Dr. Q. U. Taylor, M.D., University of New York, New York, New York.

34. Dr. R. V. Vance, M.D., University of North Carolina, Chapel Hill, North Carolina.

35. Dr. S. W. Webb, M.D., University of Ohio, Columbus, Ohio.

36. Dr. T. X. Wright, M.D., University of Oregon, Eugene, Oregon.

37. Dr. U. Y. Young, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

38. Dr. V. Z. Zane, M.D., University of Wisconsin, Madison, Wisconsin.

39. Dr. W. A. Baker, M.D., University of Michigan, Ann Arbor, Michigan.

40. Dr. X. B. Carter, M.D., University of Illinois, Urbana, Illinois.

41. Dr. Y. C. Davis, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

42. Dr. Z. D. Evans, M.D., University of Texas, Austin, Texas.

43. Dr. A. E. Foster, M.D., University of Minnesota, Minneapolis, Minnesota.

44. Dr. B. F. Gibson, M.D., University of Maryland, Baltimore, Maryland.

45. Dr. C. G. Harris, M.D., University of New York, New York, New York.

46. Dr. D. H. Ingram, M.D., University of North Carolina, Chapel Hill, North Carolina.

47. Dr. E. I. Jackson, M.D., University of Ohio, Columbus, Ohio.

48. Dr. F. J. Keith, M.D., University of Oregon, Eugene, Oregon.

49. Dr. G. K. Lester, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

50. Dr. H. L. Martin, M.D., University of Wisconsin, Madison, Wisconsin.

51. Dr. I. M. Nelson, M.D., University of Michigan, Ann Arbor, Michigan.

52. Dr. J. N. Phillips, M.D., University of Illinois, Urbana, Illinois.

53. Dr. K. O. Quinn, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

54. Dr. L. P. Reed, M.D., University of Texas, Austin, Texas.

55. Dr. M. Q. Shaw, M.D., University of Minnesota, Minneapolis, Minnesota.

56. Dr. N. R. Stone, M.D., University of Maryland, Baltimore, Maryland.

57. Dr. O. S. Taylor, M.D., University of New York, New York, New York.

58. Dr. P. T. Vance, M.D., University of North Carolina, Chapel Hill, North Carolina.

59. Dr. Q. U. Webb, M.D., University of Ohio, Columbus, Ohio.

60. Dr. R. V. Wright, M.D., University of Oregon, Eugene, Oregon.

61. Dr. S. W. Young, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

62. Dr. T. X. Zane, M.D., University of Wisconsin, Madison, Wisconsin.

63. Dr. U. Y. Baker, M.D., University of Michigan, Ann Arbor, Michigan.

64. Dr. V. Z. Carter, M.D., University of Illinois, Urbana, Illinois.

65. Dr. W. A. Davis, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

66. Dr. X. B. Evans, M.D., University of Texas, Austin, Texas.

67. Dr. Y. C. Foster, M.D., University of Minnesota, Minneapolis, Minnesota.

68. Dr. Z. D. Gibson, M.D., University of Maryland, Baltimore, Maryland.

69. Dr. A. E. Harris, M.D., University of New York, New York, New York.

70. Dr. B. F. Ingram, M.D., University of North Carolina, Chapel Hill, North Carolina.

71. Dr. C. G. Jackson, M.D., University of Ohio, Columbus, Ohio.

72. Dr. D. H. Keith, M.D., University of Oregon, Eugene, Oregon.

73. Dr. E. I. Lester, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

74. Dr. F. J. Martin, M.D., University of Wisconsin, Madison, Wisconsin.

75. Dr. G. K. Nelson, M.D., University of Michigan, Ann Arbor, Michigan.

76. Dr. H. L. Phillips, M.D., University of Illinois, Urbana, Illinois.

77. Dr. I. M. Quinn, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

78. Dr. J. N. Reed, M.D., University of Texas, Austin, Texas.

79. Dr. K. O. Shaw, M.D., University of Minnesota, Minneapolis, Minnesota.

80. Dr. L. P. Stone, M.D., University of Maryland, Baltimore, Maryland.

81. Dr. M. Q. Taylor, M.D., University of New York, New York, New York.

82. Dr. N. R. Vance, M.D., University of North Carolina, Chapel Hill, North Carolina.

83. Dr. O. S. Webb, M.D., University of Ohio, Columbus, Ohio.

84. Dr. P. T. Wright, M.D., University of Oregon, Eugene, Oregon.

85. Dr. Q. U. Young, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

86. Dr. R. V. Zane, M.D., University of Wisconsin, Madison, Wisconsin.

87. Dr. S. W. Baker, M.D., University of Michigan, Ann Arbor, Michigan.

88. Dr. T. X. Carter, M.D., University of Illinois, Urbana, Illinois.

89. Dr. U. Y. Davis, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

90. Dr. V. Z. Evans, M.D., University of Texas, Austin, Texas.

91. Dr. W. A. Foster, M.D., University of Minnesota, Minneapolis, Minnesota.

92. Dr. X. B. Gibson, M.D., University of Maryland, Baltimore, Maryland.

93. Dr. Y. C. Harris, M.D., University of New York, New York, New York.

94. Dr. Z. D. Ingram, M.D., University of North Carolina, Chapel Hill, North Carolina.

95. Dr. A. E. Jackson, M.D., University of Ohio, Columbus, Ohio.

96. Dr. B. F. Keith, M.D., University of Oregon, Eugene, Oregon.

97. Dr. C. G. Lester, M.D., University of Pennsylvania, Philadelphia, Pennsylvania.

98. Dr. D. H. Martin, M.D., University of Wisconsin, Madison, Wisconsin.

99. Dr. E. I. Nelson, M.D., University of Michigan, Ann Arbor, Michigan.

100. Dr. F. J. Phillips, M.D., University of Illinois, Urbana, Illinois.

Federal Register

**Friday
September 7, 1990**

Part X

Department of Labor

Mine Safety and Health Administration

30 CFR Parts 56 and 57

**Safety Standards for Berms or Guardrails
at Metal and Nonmetal Mines; Final Rule**

DEPARTMENT OF LABOR

Mine Safety and Health Administration

30 CFR Parts 56 and 57

RIN 1219-AA56

Safety Standards for Berms or Guardrails at Metal and Nonmetal Mines

AGENCY: Mine Safety and Health Administration (MSHA), Labor.

ACTION: Final rule.

SUMMARY: This final rule allows for an alternative to berms or guardrails on infrequently traveled portions of elevated roadways used only by service or maintenance vehicles. MSHA published a final rule for Safety Standards for Loading, Hauling, and Dumping and Machinery and Equipment at Metal and Nonmetal Mines on August 25, 1988 (53 FR 32496) which was scheduled to become effective October 24, 1988. MSHA held public meetings during the first week of October 1988 to address concerns the mining community had regarding the final rule. The Agency, after further analysis and review of public comments received during these meetings, stayed the effective date of a portion of the berms or guardrails standard (53 FR 41600). The stayed provision, §§ 56.9300(d) and 57.9300(d), was revised and published as a proposed rule on August 23, 1989 (54 FR 35152) and is addressed by this final rule.

EFFECTIVE DATE: This final rule is effective on October 26, 1990.

FOR FURTHER INFORMATION CONTACT: Patricia W. Silvey, Director, or Yvonne Johnson, Project Officer, Office of Standards, Regulations, and Variances, MSHA, (703) 235-1910.

SUPPLEMENTARY INFORMATION:**I. Introduction and Rulemaking Background**

The final rule for Safety Standards for Loading, Hauling, and Dumping and Machinery and Equipment at Metal and Nonmetal Mines was published on August 25, 1988 (53 FR 32496) as a revised subpart H—Loading, Hauling, and Dumping and a revised subpart M—Machinery and Equipment, of parts 56 and 57 of title 30 of the Code of Federal Regulations. The final rule, which became effective on October 24, 1988, represented an updating, revision and reorganization of the existing standards in these areas.

Sections 56.9300 and 57.9300 of the final rule addressed the use of berms or guardrails on elevated roadways. They contained a new paragraph (d) which

allowed an alternative to berms or guardrails for elevated portions of infrequently traveled roadways used only by service or maintenance vehicles. It was the Agency's position that under these limited conditions, berms or guardrails were not necessary if other safety precautions would provide at least the same degree of protection. Paragraph (d) of §§ 56.9300 and 57.9300 included requirements that would assure the safety of miners using these roadways when berms or guardrails were not present.

After reviewing the final rule in preparation for implementation, and analyzing comments received at public meetings held for the purpose of describing the application of the rule, the Agency determined that paragraph (d) of §§ 56.9300 and 57.9300 did not appropriately address MSHA's goals. Therefore, MSHA stayed paragraph (d) of §§ 56.9300 and 57.9300 pending reconsideration of the provision by the Agency. Upon careful review of the issues, the Agency determined that it was necessary to propose new language for paragraph (d). On August 23, 1989 (54 FR 35152) the Agency published a proposed rule dealing with paragraph (d). MSHA received and reviewed comments on the proposed rule from all segments of the mining community.

II. Discussion and Summary of Final Rule**Section 56/57.9300(d) Berms or Guardrails**

MSHA retains the introductory language to §§ 56.9300(d) and 57.9300(d) as proposed, which allows a limited exception to the general berms or guardrails requirement for elevated roadways which are infrequently traveled and used only by service or maintenance vehicles. The standard continues to require berms or guardrails on elevated roadways which do not meet all the alternative requirements. Several commenters felt that the standard imposed new and extreme requirements and that the scope of the standard should be limited to addressing the prevention of accidents from haulage vehicles leaving the roadway. The Agency disagrees. The existing standard requires berms on all elevated stretches of all roadways. An elevated roadway by its nature introduces a potential hazard from a vehicle overturning upon leaving the roadway. MSHA feels this safety hazard can exist with any elevated road unless proper safeguards are in place and that the application of berms or alternatives on all elevated roadways is a proper subject of the rulemaking. The final rule

does allow an alternative means of protection in limited situations on roadways where haulage vehicles would not travel and where precautions are taken to reduce the risk of a vehicle leaving the roadway accidentally. This is done without reducing the degree of safety afforded by the existing standard by strictly limiting those circumstances where the exception applies and requiring several alternative safety measures to be undertaken.

Other commenters felt the berm alternative standard is too strict, containing numerous requirements when any one would suffice. The Agency believes that the use of only one of the requirements would not be appropriate. To assure adequate safety, it is essential that an operator comply with each of the requirements listed in the alternative. Commenters should note that public highways normally utilize several of the alternative requirements in combination and in many cases utilize more delineators than are required by MSHA rule because of the volume and degree of traffic on public highways.

Some commenters felt that some language in the final rule was vague, and wanted MSHA to be more specific in what the Agency meant by "infrequently traveled" and "elevated roadway." The standard focuses on elevated portions of roadways that are intended for the use of service and maintenance vehicles. The Agency used performance-oriented language to allow flexibility in meeting the variety of mine conditions which can occur. A roadway is elevated if the conditions are such that when a vehicle leaves the roadway it may overturn. It is the intent of MSHA to allow service and maintenance vehicles to travel on unbermed portions of elevated roadways a reasonable amount of time without imposing a requirement that the service roadway be bermed. The frequency of travel on the roadway is important insofar as it emphasizes the Agency's expectation that travel on these service roadways cannot be continuous or a normal everyday occurrence. There may be situations that require maintenance vehicles to travel the roadway several times in one day, but that is not frequent travel unless it becomes a common practice.

Finally, the Agency considered whether to include temporary roadways, such as those used for drilling or prospecting, within the berm alternative exception. MSHA concluded that it would be inappropriate to do so because of the potential safety risk involved. Heavy equipment travels along these

roadways, which in some cases may be open for close to a year.

The Agency retains paragraphs (1), (2), (3), and (5) of paragraph (d) as proposed. Paragraph (d)(4) is modified from the proposal to allow the speed limit to reflect actual safe driving conditions.

Paragraph (d)(1) requires locked gates at entrance points to elevated roadways. Locked gates limit uncontrolled and accidental access to unbermed areas and serve as a reminder to persons using the roadway that the roadway is not bermed. Commenters stated that locked gates can create hazards, especially when drivers must leave vehicles on inclines to open gates. MSHA believes that on balance, the presence of the gates will improve safety at mine properties. There is no requirement that the gates extend to the ground at any particular point. This should minimize the need for snow removal when opening and closing the gates.

Paragraph (d)(2) requires posting of warning signs and is retained as proposed. Warning signs notify intended users of the unbermed roadways and remind them of the existing hazard. The standard requires only the minimum number of signs necessary to warn of the unbermed conditions. In many cases, one warning sign would be sufficient. In instances where more than one access to the roadway is provided, additional signs would be needed. The language used on the sign is left to the discretion of the mine operator. This allows the operator to post whatever warning is appropriate.

MSHA retains the language of paragraph (d)(3) of the proposed rule. The stayed paragraph (d)(3) required reflectors (delineators) to be placed at 25-foot intervals along the perimeter of elevated roadways. After analyzing comments received, the Agency revised this performance-based alternative which was derived primarily from Department of Transportation (DOT) and Bureau of Mines (BOM) analyses. The proposed rule, and now the final rule, requires that delineators be installed along the perimeter of the elevated roadway so that, for both directions of travel, the reflective surfaces of at least three delineators along each elevated shoulder are always visible to the driver and spaced at intervals sufficient to indicate the edges and attitude of the roadway.

Road delineators are light-reflecting devices mounted at the side of the roadway, in series, to indicate the roadway alignment. Delineators serve as a guidance device to aid vehicle operators in identifying elevated

roadway edges and changes in direction under all circumstances of impaired visibility, including but not limited to darkness and adverse weather. In its Manual on Uniform Traffic Control Devices, paragraph 3D-3, the DOT states that delineators shall consist of reflector units capable of clearly reflecting light under normal atmospheric conditions from a distance of 1,000 feet when illuminated by the upper beam of standard automobile lights. MSHA would accept such delineators as conforming with the intent of the standard.

In the DOT manual, intended for application to streets and highways, DOT provides a table (Table III-1) for variable spacing of delineators as a function of horizontal curve radius. In order to provide drivers with the necessary level of guidance required to safely negotiate roadways, DOT suggests delineators be placed as close as 20 feet apart on curves having a radius of 50 feet. They also include a recommendation for spacing of delineators on uninterrupted highways. This uninterrupted highway spacing recommendation provides a range of 200 to 528 feet with the understanding that "spacing should be adjusted on approaches and throughout horizontal curves so that several delineators are always visible to the driver." A 528-foot spacing serves the purpose of providing $\frac{1}{4}$ mile distance markers. The guidance role of delineators on unbermed elevated roadways is much more critical than on public highways. On public highways, berms or guardrails are provided in many instances as a physical backup to the guidance provided by the delineators. In addition to physical barriers, public highways typically have center lines and edge lines to assist delineators in providing the driver the necessary guidance. Since unbermed elevated mine roads do not have these and other safety features, MSHA feels the maximum recommended DOT delineator spacing of 528 feet would not provide adequate guidance to drivers. As mentioned, DOT has recognized that, depending on the circumstances of a particular straight roadway, marker spacing should range from 200-528 feet. In addition, the DOT manual indicates that the placement of signs warning of a change in road direction or attitude where speeds are relatively low should allow for an advance distance of about 250 feet. MSHA believes that delineators should be spaced at intervals sufficient to indicate the edges and attitude of the roadway to provide the driver with the necessary guidance to safely travel on the elevated roadway. MSHA also

recognizes that closer delineator spacing would be necessary on curved portions of unbermed elevated roadways to provide the driver with the guidance needed to safely negotiate these areas. A minimum of three points are necessary to indicate departure from a straight line to a curve. Therefore, to keep the driver constantly aware of approaching changes in road direction and edge location, it is necessary for the operator to have at least three delineators visible to him along each edge of an elevated roadway at all times. In light of this, the final rule retains the requirement that at least three delineators be visible to the driver at all times on each elevated shoulder of an elevated roadway and spaced at intervals necessary to sufficiently indicate the direction and attitude of the roadway. The driver is thereby provided with feedback to maintain safe control of the vehicle.

Several commenters contended that the public highways should not be used as the basis for the MSHA position and cited differences between public highways and mine roads. MSHA is mindful of the differences and actually developed a less strict standard than it could have because of the reduced speed limits on mine roads when compared to public roads. Commenters questioned the use of delineators on roadways used only during the day, during construction, or on roadways in gently sloping areas or in areas of high snowfall. Since daytime visibility can be poor on occasion, even in the best of climates, delineators are appropriate on roadways used only in the daytime. Construction is not maintenance, and paragraph (d) would not apply during construction activities. Gently sloping areas are, by definition, not elevated. The standard would not require berms or alternative measures for gently sloping areas. For high snowfall areas, the poor road conditions and limited visibility associated with snowfall mandate the use of delineators.

Standards §§ 56.9101 and 57.9101 require that operating speeds be consistent with the conditions of roadways. However, they contain no specific limits on speed. Because of the absence of physical barriers to overtravel, it is desirable to have a specific provision for speed limits associated with the berm alternative provision. Paragraph (d)(4) of the proposed rule set a speed limit of 15 MPH on unbermed roadways. Several commenters stated that there were too many variables for MSHA to require a 15 MPH speed. MSHA agrees and revises the speed limit requirement to be

more performance oriented. Factors such as the width, slope and alignment of the road, the type of equipment using the road, the road material, and any hazardous conditions which may exist are to be considered when setting a maximum speed limit.

Paragraph (d)(5), which assures proper traction on unbermed elevated roadways, has been retained as proposed. The hazards to travel on an unbermed elevated roadway are significantly increased when weather conditions impair traction. These roadways could be used only if corrective action such as tire chains, plowing, or sanding is used to improve traction.

III. Executive Order 12291 and the Regulatory Flexibility Act

This final rule retains the proposed provision which requires that delineators shall be installed along the perimeter of elevated roadways so that the reflective surfaces of at least three delineators are always visible to the driver along each elevated shoulder for both directions of travel. In comparison with the proposed rule, the final rule would involve a minor cost reduction to some mine operators. Accordingly, the Agency has determined that this rule would not result in a major cost increase or have an incremental effect of \$100 million or more on the economy. Therefore, a regulatory impact analysis is not required.

IV. Regulatory Flexibility Analysis

In accordance with the Regulatory Flexibility Act (5 U.S.C. 601 et seq.), the Agency has also determined that the final rule will not have a significant impact on a substantial number of small entities.

V. Paperwork Reduction Act

The final rule does not contain any information collection requirements subject to the Paperwork Reduction Act of 1980.

List of Subjects in 30 CFR Parts 56 and 57

Mine safety and health, Metal and nonmetal mining, Safety standards for berms or guardrails.

Dated: August 21, 1990.

William J. Tattersall,

Assistant Secretary for Mine Safety and Health.

Title 30, chapter I, subchapter N, parts 56 and 57 of the Code of Federal Regulations is amended as set forth below:

PART 56—SAFETY AND HEALTH STANDARDS—SURFACE METAL AND NONMETAL MINES

1. The authority citation for part 56 is revised to read as follows:

Authority: 30 U.S.C. 811, 957, and 961.

2. In § 56.9300, paragraph (d) is revised to read as follows:

§ 56.9300 Berms or guardrails.

(d) Where elevated roadways are infrequently traveled and used only by service or maintenance vehicles, berms or guardrails are not required when all of the following are met:

(1) Locked gates are installed at the entrance points to the roadway.

(2) Signs are posted warning that the roadway is not bermed.

(3) Delineators are installed along the perimeter of the elevated roadway so that, for both directions of travel, the reflective surfaces of at least three delineators along each elevated shoulder are always visible to the driver and spaced at intervals sufficient to indicate the edges and attitude of the roadway.

(4) A maximum speed limit is posted and observed for the elevated unbermed portions of the roadway. Factors to consider when establishing the maximum speed limit shall include the width, slope and alignment of the road, the type of equipment using the road, the road material, and any hazardous conditions which may exist.

(5) Road surface traction is not impaired by weather conditions, such as sleet and snow, unless corrective measures are taken to improve traction.

PART 57—SAFETY AND HEALTH STANDARDS—SURFACE METAL AND NONMETAL MINES

3. The authority citation for part 57 is revised to read as follows:

Authority: 30 U.S.C. 811, 957, and 961.

4. In § 57.9300, paragraph (d) is revised to read as follows:

§ 57.9300 Berms or guardrails.

(d) Where elevated roadways are infrequently traveled and used only by service or maintenance vehicles, berms or guardrails are not required when all of the following are met:

(1) Locked gates are installed at the entrance points to the roadway.

(2) Signs are posted warning that the roadway is not bermed.

(3) Delineators are installed along the perimeter of the elevated roadway so that, for both directions of travel, the reflective surfaces of at least three delineators along each elevated shoulder are always visible to the driver and spaced at intervals sufficient to indicate the edges and attitude of the roadway.

(4) A maximum speed limit is posted and observed for the elevated unbermed portions of the roadway. Factors to consider when establishing the maximum speed limit shall include the width, slope and alignment of the road, the type of equipment using the road, the road material, and any hazardous conditions which may exist.

(5) Road surface traction is not impaired by weather conditions, such as sleet and snow, unless corrective measures, such as the use of tire chains, plowing, or sanding, are taken to improve traction.

[FR Doc. 90-21085 Filed 9-6-90; 8:45 am]

BILLING CODE 4510-43-M