

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records related to selection, notification, testing of employees and applicants, urine specimens, drug test results, collection authentication and chain of custody documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pub. L. 100-71, 5 U.S.C. 7301; 21 U.S.C. 812 (Schedule of Controlled Substances); and E.O. 12564, Drug-Free Federal Workplace; and Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs; and E.O. 9397 (SSN).

**PURPOSE(S):**

The system is established to maintain records relating to the selection and testing of Department of the Navy employees, and applicants for employment, for use of illegal drugs and drugs identified in Schedules I and II of 21 U.S.C. 812 (Schedule of Controlled Substances).

The records are also used by the Medical Review Officer; the administrator of any employee Assistance Program in which the employee is receiving counseling or treatment or is otherwise participating; and supervisory or management officials within the employee's agency having authority to take adverse personnel action against such employee.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

In order to comply with the provisions of 5 U.S.C. 7301, the DoD 'Blanket Routine Uses' published at the beginning of the Navy's compilation do not apply to this system.

To a court of competent jurisdiction where required by the United States Government to defend against any challenge against any adverse personnel action.

**Note:** Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-2. The results of a drug test of civilian employees may be disclosed only as

expressly authorized under 5 U.S.C. 7301. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

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

Paper records in file folders and electronic storage media.

**RETRIEVABILITY:**

Records are retrieved by name of employee, applicant for employment, Social Security Number (SSN), specimen I.D. number assigned, or any combination of these.

**SAFEGUARDS:**

Records will be stored in secure containers, e.g., safes, locked filing cabinets, etc. Urine specimens will be stored in appropriate locked storage facilities. Access to such records and specimens is restricted. Chain-of-custody and other procedural and documentary requirements of Pub. L. 100-71 and the Department of Health and Human Services. Guidelines will be followed in collection of urine samples, conducting drug tests, and processing test results. All information contained in computers is password protected.

**RETENTION AND DISPOSAL:**

Negative test records are retained for three years and then destroyed by shredding, burning, or erasure in the case of electronic media. Positive or Non-negative test records are permanently retained. Written records and test results together with urine specimens shall be retained until litigation is complete when the employee challenges or appeals adverse actions. Negative urine specimens are disposed of at the end of the test day.

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

Drug Program Manager, Office of Civilian Human Resources, Human Resources Service Center Southwest, 525 B Street, Suite 600, San Diego, CA 92101-4418.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system contains information about themselves should address written inquiries to the Commanding Officer/Commander of the DON activity or the servicing human resources office at which they are or were employed, or at which they made application for employment, and for which they provided a urine specimen for drug testing.

Individuals may furnish their full name, Social Security Number (SSN), the title, series, and grade of the position they occupied or applied for when the drug test was conducted, specimen ID number, and the date of the test.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Commanding Officer/Commander of the DON activity or the servicing human resources office at which they are or were employed, or at which they made application for employment, and for which they provided a urine specimen for drug testing.

Individuals may furnish their full name, Social Security Number (SSN), the title, series, and grade of the position they occupied or applied for when the drug test was conducted, specimen ID number, and the date of the test.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Records are obtained from the individual to whom the record pertains; DON or contractor employee involved in the selection, notification, and collection of urine from individuals who are tested; DON or contractor laboratories that test urine samples for the presence of illegal drugs, DON or contractor Medical Review Officers; supervisors and managers and other DON officials engaged in administering the Drug-Free Workplace Program; the Civilian Employee Assistance Program; processing adverse actions based on drug test results; and DON or contractor electronic databases.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF DEFENSE****Department of the Navy**

[DoD-USN-2007-0029]

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

**AGENCY:** Department of the Navy, DoD.

**ACTION:** Notice of a new system of records.

**SUMMARY:** The Department of the Navy proposes to add a new system of records to its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

**DATES:** The proposed action will be effective on June 4, 2007 unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to the Department of the Navy, PA/FOIA Policy Branch, Chief of Naval Operations (DNS-36), 2000 Navy Pentagon, Washington, DC 20350-2000.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Doris Lama at (202) 685-325-6545.

**SUPPLEMENTARY INFORMATION:** The Department of the Navy's notices for systems of records subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the **Federal Register** and are available from the address above.

The proposed system reports, as required by 5 U.S.C. 552a(r) of the Privacy Act, was submitted on April 24, 2007, to the House Committee on Oversight and Government Reform, the Senate Committee on Homeland Security and Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, 'Federal Agency Responsibilities for Maintaining Records About Individuals,' dated February 8, 1996, (February 20, 1996, 61 FR 6427).

Dated: April 30, 2007.

**L.M. Bynum,**

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

**NO1533-2**

**SYSTEM NAME:**

Navy Junior Reserve Officer Training Corps (NJROTC) Payment Reimbursement System.

**SYSTEM LOCATION:**

NSTC/NJROTC Program (CD211), 250 Dallas Street, Suite A, Pensacola, FL 32508-5268.

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

All military retirees who participate in the NJROTC Instructor Program at selected high schools within the continental United States and various overseas locations.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, Social Security Number (SSN), school/school district name and address, applicable active duty

entitlement amounts, and current gross retired pay amounts. Navy's applicable contribution percentage, gross and net contribution percentage, gross and net contribution amounts, and current employment period beginning and closing dates.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 2031, Junior Reserve Officers' Training Corps, Reserve Officers' Training Corps Program for Secondary Educational Institutions; DoD Instruction 1205.13, Junior Reserve Officers' Training Corps Program; DoDFMR Volume 10, Chapter 21, para 2110; OPNAVINST 1533.5A, Naval Junior Reserve Officers Training Corps (NJROTC); and E.O. 9397 (SSN).

**PURPOSE(S):**

To accomplish payroll computations and the reimbursement portion of the NJROTC Instructor Program; to provide statements and/or reports to each instructor and school/school district; to answer inquiries from instructors, school districts or financial institutions where funds are distributed; to provide information required by an auditor during an audit of the program; and to assist the Department of the Navy with any audit of individual instructor, school/school district.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To the school/school district to provide information regarding the instructor's computed minimum instructor pay, and the amount being reimbursed by the Navy.

To the Treasury Department to provide information on check issues and electronic funds transfers.

To the Federal Reserve Banks to distribute payments made through the direct deposit system to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts.

The "Blanket Routine Uses" published at the beginning of the Navy's compilation of systems of records notices also apply to this system.

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

**STORAGE:**

Paper records in file folders and electronic storage media.

**RETRIEVABILITY:**

Information is retrieved by Instructor Name, Instructor Social Security Number (SSN), School Identification Code, School Name, District Identification Code, District Name, Retired Pay Grade, or by any combination of data elements within the database.

**SAFEGUARDS:**

As a minimum, records are accessed by person(s) responsible for servicing, and authorized to use, the record system in performance of their official duties and properly screened and cleared for the need-to-know. Additionally, records are stored in locked file cabinets. Access to building controlled through utilization of swipe card. All guests escorted. Access to electronic documents is limited by Common Access Card (CAC) and password protected.

**RETENTION AND DISPOSAL:**

Magnetic and paper records are maintained for a period of up to 6 years and 3 months from current fiscal year after which they are destroyed at system location. If storage space is unavailable for this period of time, they may be sent to the Regional Records Service Facilities for the retention period. Destruction is by tearing, shredding, pulping, macerating, or burning.

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

Naval Service Training Command, Citizenship Development, 250 Dallas Street, Suite A, Pensacola, FL 32526.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to this system of records should address written inquiries to the Naval Service Training Command, Citizenship Development (NJROTC), 250 Dallas Street, Suite A, Pensacola, FL 32526.

Requests should contain individual's full name, Social Security Number (SSN), duty position and if currently an NJROTC instructor, name of school. If no longer an NJROTC instructor, provide dates of service as an instructor.

The request must be signed, include current address and telephone number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Naval Service Training Command, Citizenship Development (NJROTC), 250 Dallas Street Suite A, Pensacola FL 32508-5268.

Requests should contain individual's full name, Social Security Number (SSN), duty position and if currently an NJROTC instructor, name of school. If no longer an NJROTC instructor, provide dates of service as an instructor.

The request must be signed, include current address and telephone number.

#### CONTESTING RECORD PROCEDURES:

The Navy's rules for accessing records and contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Individual instructors; school/school district offices; Department of the Navy and the Defense Retiree and Annuitant System.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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## DEPARTMENT OF EDUCATION

[CFDA Nos. 84.007, 84.032, 84.033, 84.038, 84.063, 84.069, 84.268, 84.375, and 84.376]

**Student Assistance General Provisions, Federal Supplemental Educational Opportunity Grant, Federal Family Education Loan, Federal Work-Study, Federal Perkins Loan, Federal Pell Grant, Leveraging Educational Assistance Partnership, William D. Ford Federal Direct Loan, Academic Competitiveness Grant, and National Science and Mathematics Access To Retain Talent Grant Programs**

**ACTION:** Notice of deadline dates for receipt of applications, reports, and other records for the 2006-2007 award year.

**SUMMARY:** The Secretary announces deadline dates for the receipt of documents and other information from institutions and applicants for the Federal student aid programs authorized under Title IV of the Higher Education Act of 1965, as amended, for the 2006-2007 award year. The Federal student aid programs include the Federal Perkins Loan, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Family Education Loan, William D. Ford Federal Direct Loan, Federal Pell Grant, Academic Competitiveness Grant, National Science and Mathematics Access to Retain Talent Grant, and

Leveraging Educational Assistance Partnership programs.

These programs, administered by the U.S. Department of Education (Department), provide financial assistance to students attending eligible postsecondary educational institutions to help them pay their educational costs.

*Deadline and Submission Dates:* See Tables A and B at the end of this notice.

#### **Table A—Deadline Dates for Application Processing and Receipt of Student Aid Reports (SARs) or Institutional Student Information Records (ISIRs) by Institutions**

Table A provides deadline dates for application processing, including corrections and submission of signatures, submission of verification documents and, for purposes of the Federal Pell Grant, Academic Competitiveness Grant (ACG), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs, receipt by institutions of SARs or ISIRs. We are using only three deadline dates in Table A for the 2006-2007 award year. The single date for the receipt of a Free Application for Federal Student Aid (FAFSA) is July 2, 2007, regardless of the method that the applicant uses to submit the FAFSA. September 17, 2007 is the deadline date for the submission and receipt of a signature page (if required), corrections, changes of addresses or schools, or requests for a duplicate SAR. September 24, 2007 is the deadline date for the submission and receipt of all other documents and materials that are specified in Table A.

#### **Table B—Federal Pell Grant, ACG, and National SMART Grant Programs Submission Dates for Disbursement Information by Institutions**

Table B provides the earliest submission and deadline dates for institutions to submit Federal Pell Grant, ACG, and National SMART Grant disbursement records to the Department's Common Origination and Disbursement (COD) System.

In general, an institution must submit Federal Pell Grant, ACG, and National SMART Grant disbursement records no later than 30 days after making a Federal Pell Grant, ACG, and National SMART Grant disbursement or becoming aware of the need to adjust a student's previously reported Federal Pell Grant, ACG, and National SMART Grant disbursement. However, because institutions were not able to submit ACG and National SMART Grant disbursement records until December 16, 2006, we considered institutions to

be in compliance with the 30-day disbursement-reporting requirement for those two programs until January 17, 2007.

In accordance with the regulations in 34 CFR 668.164, we consider that Federal Pell Grant, ACG, and National SMART Grant funds are disbursed on the earlier of the date that the institution: (a) Credits those funds to a student's account in the institution's general ledger or any subledger of the general ledger, or (b) pays those funds to a student directly. We consider that Federal Pell Grant, ACG, and National SMART Grant funds are disbursed even if an institution uses its own funds in advance of receiving program funds from the Department. An institution's failure to submit disbursement records within the required 30-day timeframe may result in an audit or program review finding. In addition, the Secretary may initiate an adverse action, such as a fine or other penalty for such failure.

#### **Other Sources for Detailed Information**

We publish a detailed discussion of the Federal student aid application process in the following publications:

- *2006-2007 Funding Education Beyond High School.*
- *2006-2007 Counselors and Mentors Handbook.*
- *A Guide to 2006-2007 SARs and ISIRs.*
- *2006-2007 Federal Student Aid Handbook.*

Additional information on the institutional reporting requirements for the Federal Pell Grant, ACG, and National SMART Grant programs is contained in the 2006-2007 *Common Origination and Disbursement (COD) Technical Reference*. You may access this reference by selecting "Software Technical References" under the heading "Publications" at the Information for Financial Aid Professionals Web site at: [www.ifap.ed.gov](http://www.ifap.ed.gov).

*Applicable Regulations:* The following regulations apply: (1) Student Assistance General Provisions, 34 CFR part 668, (2) Federal Pell Grant Program, 34 CFR part 690, and (3) Academic Competitiveness Grant and National Science and Mathematics Access to Retain Talent Grant Programs, 34 CFR part 691.

**FOR FURTHER INFORMATION CONTACT:** Harold McCullough, U.S. Department of Education, Federal Student Aid, 830 First Street, NE., Union Center Plaza, Room 113E1, Washington, DC 20202-5345. Telephone: (202) 377-4030.

If you use a telecommunications device for the deaf (TDD), you may call