

RETRIEVABILITY:

Retrieved alphabetically by individual's name, Social Security Number (SSN), or employee identification number.

SAFEGUARDS:

Records are secured in locked or guarded buildings, locked offices, or locked cabinets during non duty hours.

RETENTION AND DISPOSAL:

Records are destroyed 75 years after birth date of employee, 60 years after date of the earliest document in the file if the date of birth cannot be ascertained, or 30 years after latest separation, or maintained indefinitely as prescribed by law, whichever is later.

SYSTEM MANAGER(S) AND ADDRESS:

Staff Director, Environment, Safety and Occupational Health, *Attn:* DES-E, 8725 John J. Kingman Road, Suite 2639, Fort Belvoir, VA 22060-6221, and Heads of the Safety and Health Offices at the DLA Field Activities. Official mailing addresses are published as an appendix to DLA's compilation of systems of records notices.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address all written inquiries to the Privacy Act Office, Headquarters, Defense Logistics Agency, *Attn:* DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries should contain the subject individual's full name, Social Security Number, or employee identification number.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about them contained in this system of records should address all written inquiries to the Privacy Act Office, Headquarters, Defense Logistics Agency, *Attn:* DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

Inquiries should contain the subject individual's full name, Social Security Number, or employee identification number.

CONTESTING RECORD PROCEDURES:

The DLA procedures for accessing records, for contesting contents, and appealing initial agency determinations are contained in 32 CFR part 323, or may be obtained from the Privacy Act Office, Headquarters, Defense Logistics Agency, *Attn:* DGA, 8725 John J. Kingman Road, Suite 1644, Fort Belvoir, VA 22060-6221.

RECORD SOURCE CATEGORIES:

Information in this system of records is obtained from dosimetric devices (area and personnel), other detection instrumentation, work logs, site records and assessments, and medical examinations and surveillance.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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BILLING CODE 5001-06-P

DEPARTMENT OF DEFENSE**Office of the Secretary**

[Docket ID DOD-2008-OS-0156]

Privacy Act of 1974; Systems of Records

AGENCY: Defense Threat Reduction Agency, DoD.

ACTION: Notice to add a system of records.

SUMMARY: The Defense Threat Reduction Agency is proposing to add a system of records to its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: This action will be effective without further notice on January 14, 2009 unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the Freedom of Information and Privacy Office, Defense Threat Reduction Agency, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-6201

FOR FURTHER INFORMATION CONTACT: Ms. Brenda Carter at (703) 767-1771.

SUPPLEMENTARY INFORMATION: The Defense Threat Reduction Agency 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 report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on November 7, 2008, 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: December 9, 2008.

Morgan E. Frazier,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

HDTRA 013**SYSTEM NAME:**

Assignment and Correspondence Tracking System.

SYSTEM LOCATION:

Headquarters, Defense Threat Reduction Agency (DTRA), Office of the Chief of Staff, *Attn:* Deputy Chief of Staff/Administration, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals assigning, responding to, or subjects of, correspondence and assignments.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records may contain an individual's name, Social Security Number (SSN) within supporting documents, physical and electronic, home and duty addresses, and phone numbers, security clearance data, military or civilian rank/grade, and correspondence or supporting documents.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; and E.O. 9397 (SSN).

PURPOSE(S):

Establish an electronic system to improve the ability of DTRA to control assignments, correspondence, document actions taken, and locate records for reference purposes. The system is used to initiate, manage, and track assignments coming from outside DTRA as well as those generated within DTRA at the Director, Deputy Director, Chief of Staff, or Enterprise to Enterprise level.

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

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

To officials and employees of the U.S. Government, contractors, other Government agencies, and private sector entities in the performance of their official duties as they relate to clarifying issues arising from assignments and correspondence under the Assignment and Correspondence Tracking System.

The DoD "Blanket Routine Uses" set forth at the beginning of the Office of the Secretary of Defense's compilation of system of records notices apply to this system of records.

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

STORAGE:

Paper records and electronic storage media.

RETRIEVABILITY:

Name and/or Social Security Number (SSN).

SAFEGUARDS:

Paper files are maintained in secure, limited access, or monitored work areas accessible only to authorized personnel. Electronic media are maintained via an internal Local Area Network (LAN) with workstations and laptops of authorized personnel protected with passwords.

RETENTION AND DISPOSAL:

Paper files are maintained for 2 years. Electronic media remain in the Assignment and Correspondence Tracking System active assignment file for 90 days, then automatically transferred to an accessible archive file for 2 years, then removed from the system.

SYSTEM MANAGER(S) AND ADDRESS:

Office of the Chief of Staff/DCOS/A, Defense Threat Reduction Agency, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Defense Threat Reduction Agency, Office of the Chief of Staff, *Attn:* Deputy Chief of Staff/Administration, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

Individuals should furnish their full name, current address, and telephone number.

RECORD ACCESS PROCEDURES:

Individuals seeking to access records about themselves contained in this system of records should address written inquiries to the Defense Threat Reduction Agency, Office of the Chief of Staff, *Attn:* Deputy Chief of Staff/Administration, 8725 John J. Kingman Road, Stop 6201, Fort Belvoir, VA 22060-6201.

Individuals should furnish their full name, current address, and telephone number.

CONTESTING RECORD PROCEDURES:

The DTRA rules for contesting record content are published in 32 CFR part 318, or may be obtained from the System Manager.

RECORD SOURCE CATEGORIES:

Individual records subjects, DoD databases, correspondence emanating from external sources, and internal DTRA actions.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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DEPARTMENT OF DEFENSE

Office of the Secretary

[Docket ID DOD-2008-OS-0155]

Privacy Act of 1974; System of Records

AGENCY: Missile Defense Agency, DoD.

ACTION: Notice to add a system of records.

SUMMARY: The Missile Defense Agency is proposing to add a 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 changes will be effective on January 14, 2009 unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to the Department of Defense, Missile Defense Agency, 7100 Defense Pentagon, *Attn:* Chief Information Officer, Washington, DC 20301-7100.

FOR FURTHER INFORMATION CONTACT: Missile Defense Agency Privacy Office at (703) 882-6125.

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

The proposed systems reports, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, were submitted on November 10, 2008, to the House Committee on Government Oversight and 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: December 9, 2008.

Morgan E. Frazier,

Alternate OSD Federal Register Liaison Officer, Department of Defense.

MDA01

SYSTEM NAME:

Missile Defense Data Center Catalog System Records.

SYSTEM LOCATION:

Department of Defense, Missile Defense Agency, 7100 Defense Pentagon, ATTN: Chief Information Officer, Washington, DC 20301-7100.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals requesting Missile Defense Agency (MDA) missile defense test data. Access to this classified data is restricted to Department of Defense (DoD) personnel and contractors with the appropriate level of security clearance and with a clear, demonstrated and approved need-to-know.

CATEGORIES OF RECORDS IN THE SYSTEM:

Individual's name, Social Security Number (SSN), citizenship, and date and place of birth of the proposed visitor; office phone number and e-mail address, and certification of the proposed visitor's personnel security clearance and certification of any special access authorizations required for the visit.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

E.O. 12958, Classified National Security Information; DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM); Missile Defense Agency Directive 3200.06, Mission-Related Scientific and Technical Data/Information Management; Missile Defense Agency Manual 5200.02-M, Information Security Program; and E.O. 9397 (SSN).

PURPOSE(S):

Records are used for the purpose of determining if individuals have the appropriate level of clearance and need-to-know required before allowing them access to the Missile Defense Agency (MDA) classified test data.

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 Department of Defense (DoD) as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: