

The DoD "Blanket Routine Uses" set forth at the beginning of the DoD compilation of systems 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 and/or electronic storage media.

**RETRIEVABILITY:**

Name and Social Security Number (SSN).

**SAFEGUARDS:**

Records will be maintained in a controlled facility. Physical entry will be restricted by the use of locks, guards, and is accessible only to authorized personnel. Access to records will be limited to person(s) responsible for servicing the record in performance of their official duties and who are properly screened and cleared for need-to-know. Access to computerized data will be restricted by passwords, which are changed according to agency security policy.

**RETENTION AND DISPOSAL:**

Records will be cut off at the end of fiscal year and destroyed 3 years after cutoff. Records are destroyed by tearing, shredding, pulping, macerating, burning, or degaussing the electronic media.

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

System Manager, Defense Finance and Accounting Service-Columbus, (DFAS-HTSEAA/CO), 3990 East Broad Street, Columbus, OH 43213-1152.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this record system should address written inquiries to the Defense Finance and Accounting Service, Freedom of Information/Privacy Act Program Manager, Corporate Communications, 8899 East 56th Street, Indianapolis, IN 46249-0150.

Individuals should furnish full name, Social Security Number, current address, and telephone number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this record system should address written inquiries to Defense Finance and Accounting Service, Freedom of Information/Privacy Act Program Manager, Corporate Communications, 8899 East 56th Street, Indianapolis, IN 46249-0150.

Individuals should furnish full name, Social Security Number, current address, and telephone number.

**CONTESTING RECORD PROCEDURES:**

The DFAS rules for accessing records, for contesting contents and appealing initial agency determinations are published in DFAS Regulation 5400.11-R; 32 CFR part 324; or may be obtained from Defense Finance and Accounting Service, Freedom of Information/Privacy Act Program Manager, Corporate Communications, 8899 East 56th Street, Indianapolis, IN 46249-0150.

**RECORD SOURCE CATEGORIES:**

Information is obtained through system interface from the various DoD agencies including DFAS, Defense Logistics Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency and Naval Supply Systems Agency.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF DEFENSE**

**Office of the Secretary**

[Docket ID: DOD-2009-OS-0093]

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

**AGENCY:** Office of the Secretary, DoD.

**ACTION:** Notice to add a system of records.

**SUMMARY:** The Office of the Secretary of Defense proposes 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 proposed action would be effective without further notice on August 3, 2009 unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to Chief, OSD/JS Privacy Office, Freedom of Information Directorate, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

**FOR FURTHER INFORMATION CONTACT:** Ms. Cindy Allard at (703) 588-6830.

**SUPPLEMENTARY INFORMATION:** The Office of the Secretary of Defense 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 June 29, 2009, to the House Committee on Oversight and Government Reform, the Senate Committee on 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: June 29, 2009.

**Morgan E. Frazier,**

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

**DWHS E06**

**SYSTEM NAME:**

Correspondence Control System.

**SYSTEM LOCATION:**

Correspondence Control Division, Executive Services Directorate, Washington Headquarters Services, Room 3C843, 1155 Defense Pentagon, Washington, DC 20301-1155.

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

Individuals who either initiated, or are the subject of communications with the Office of the Secretary of Defense.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name (last name and first name initial) and contact information (mailing address, telephone number, fax number, e-mail address) of individuals writing to the Secretary of Defense. This may include inquiries and other communications pertaining to any matter under the cognizance of the Secretary of Defense. Records may include complaints, appeals, grievances, investigations, alleged improprieties, personnel actions, medical reports, intelligence, and related matters associated with the mission and business activities of the department. They may be either specific or general in nature and may include such personal information as an individual's name, Social Security Number (SSN), date and place of birth, description of events or incidents of a sensitive or privileged nature, commendatory or unfavorable data.

Staff packages pertaining to individuals. Examples of such packages include, assignment requests, awards, nominations and presidential support letters; condolence letters, retirement letters and letters of appreciation; Senior Executive Service letters and pay adjustments, appointment letters, certificates, Secretary of Defense letters

of appreciation, travel requests, military airlift requests and other related documents.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 301, Departmental Regulations; 44 U.S.C. Chapter 31, Records Management by Federal Agencies; DoD Directive 5015.02, DoD Records Management Program; DoD Directive 5110.4, Washington Headquarters Services (WHS); and E.O. 9397 (SSN).

**PURPOSE(S):**

Information is collected on behalf of the Secretary of Defense to support the functions of the Department of Defense and maintain a record of actions taken and responses to the President, White House staff, other Cabinet officials, Congress, state and local officials, corporate officials, members of the Department of Defense and the public.

**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 of 1974, these records may specifically be disclosed outside the Department of Defense as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD 'Blanket Routine Uses' set forth at the beginning of the OSD's compilation of systems of records notices apply to this system.

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

**STORAGE:**

Maintained in paper files and electronic storage media.

**RETRIEVABILITY:**

Last name and first name initial of the individual, subject and date of the document.

**SAFEGUARDS:**

Records are maintained in a controlled facility. Physical entry is restricted by the use of locks, guards, and is accessible only to authorized personnel. Access to records is limited to person(s) responsible for servicing the record in performance of their official duties and who are properly screened and cleared for need-to-know. Access to computerized data is restricted by Common Access Card (CAC).

**RETENTION AND DISPOSAL:**

Records are cut off annually and destroyed when 7 years old.

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

Chief, Correspondence Control Division, Executive Services Directorate, Washington Headquarters Services, 1155 Defense Pentagon, Washington, DC 20301-1155.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief, Correspondence Control Division, Executive Services Directorate, Washington Headquarters Services, Room 3C843, 1155 Defense Pentagon, Washington, DC 20301-1155.

The requests should contain the individual's last name, first name initial, subject and document date.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Office of the Secretary of Defense/Joint Staff Freedom of Information Act, Requester Service Center, Office of Freedom of Information, 1155 Defense Pentagon, Washington, DC 20301-1155.

Individuals should provide the name and number of this system of records notice, the individual's last name, first name initial, subject, date of document and be signed.

**CONTESTING RECORD PROCEDURES:**

The Office of the Secretary of Defense rules for accessing records, for contesting contents and appealing initial agency determinations are published in Office of the Secretary of Defense Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individuals and those writing on their behalf, and official records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

During the course of preparing a response to some types of incoming communications from the public, exempt materials from other systems of records may in turn become part of the case records in this system. To the extent that copies of exempt records from those 'other' systems of records are entered into this correspondence case record, the Office of the Secretary of Defense hereby claims the same exemptions for the records from those 'other' systems that are entered into this system, as claimed for the original primary systems of records which they are a part.

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**DEPARTMENT OF DEFENSE**

**Department of the Army; Corps of Engineers**

**Deauthorization of Water Resources Projects**

**AGENCY:** Army Corps of Engineers, DoD.

**ACTION:** Notice of project deauthorizations.

**SUMMARY:** The Corps of Engineers is publishing the list of water resources projects deauthorized under the provisions of section 1001(b)(2) of the Water Resources Development Act of 1986, Public Law 99-662, as amended, (33 U.S.C 579a(b)(2)), and lists of projects removed from the deauthorization list due to obligations of funds, or deauthorized earlier.

**FOR FURTHER INFORMATION CONTACT:** Headquarters, U.S. Army Corps of Engineers, Washington, DC 20314-1000, Attention: CECW-IN, Ms. Agnes W. Chen, Tel. (202) 761-4175.

**SUPPLEMENTARY INFORMATION:** The Water Resources Development Act of 1986, Public Law 99-662, 100 Stat. 4082-4273, as amended, provides for the automatic deauthorization of water resource projects and separable elements of projects.

Section 1001(b)(2), 33 U.S.C. 579a(b)(2), requires the Secretary of the Army to submit to the Congress a biennial list of unconstructed water resources projects and separable elements of projects for which no obligations of funds have been incurred for planning, design or construction during the prior seven full fiscal years. If funds are not obligated within thirty months from the date the list was submitted, the project/separable elements are deauthorized. Notwithstanding these provisions, projects may be specifically deauthorized or reauthorized by law. (**Note:** The provision of section 1001(b)(2) prior to the 2007 amendments apply to this action.)

For purposes of the Water Resources Development Act of 1986, "separable element" is defined in section 103(f), Public Law 99-662, 33 U.S.C. 2213(f).

In accordance with section 1001(b)(2), the Assistant Secretary of the Army (Civil Works) submitted a list of 31 projects and separable elements to Congress on 29 September 2006. From this list, 27 projects/separable elements were deauthorized on March 29, 2009, 2 were removed due to obligation of funds, and 2 were deauthorized on 02 April 2002 and 01 May 1997 respectively.