

Number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, such as, drivers license, employing office's identification card, and give some verbal information that could be verified.

CONTESTING RECORD PROCEDURES:

DMA's rules for accessing records and contesting contents and appealing initial agency determinations are published in DMA Instruction 5400.11; 32 CFR part 320; or may be obtained from the system manager.

RECORD SOURCE CATEGORIES:

Related forms, correspondence, investigative reports and information gathered in anticipation of litigation, and opinions of Counsel.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

B0614-01

SYSTEM NAME:

Official Records (Military) Files and Extracts (*February 22, 1993, 58 FR 10205*).

CHANGES:

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SYSTEM NAME:

Delete entry and replace with 'Military Personnel Information Files.'

SYSTEM LOCATION:

Delete entry and replace with 'Military Personnel offices at DMA Offices of Human Resources, Military Personnel Division; DMA Bethesda; DMA St. Louis; and at Defense Mapping School, Ft. Belvoir, VA. Official mailing addresses are published as an appendix to DMA's compilation of systems of records.'

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CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with 'Copies of Army, Air Force, Navy, or Marine Corps qualification records and assignment orders. Copies of leave requests, biographies, evaluation/fitness reports, security information, completed decoration documents, and finance action forms. Routine correspondence regarding assignment actions, duty assignments, extension of DMA tour, requests for training, etc.'

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PURPOSE(S):

Delete entry and replace with 'To determine the acceptability of an individual nominated by the parent

service for a DMA position: to be used in the preparation of efficiency/fitness/effectiveness reports, award recommendations, and other personnel actions. Documents used to assist HRM personnel in serving as liaison between the individual, DMA, and the servicing Military Personnel offices.'

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RETENTION AND DISPOSAL:

Delete entry and replace with 'Retain until departure of individual from DMA. Hold one year and destroy.'

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SYSTEM MANAGER(S) AND ADDRESS:

Delete entry and replace with 'Office of Human Resources, Military Personnel Division, ST A-8, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.'

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B0614-01

SYSTEM NAME:

Military Personnel Information Files.

SYSTEM LOCATION:

Military Personnel offices at DMA Offices of Human Resources, Military Personnel Division, (HRM); DMA Bethesda; DMA St. Louis; and at the Defense Mapping School, Ft. Belvoir, VA. Official mailing addresses are published as an appendix to DMA's compilation of systems of records.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Military personnel assigned to DMA.

CATEGORIES OF RECORDS IN THE SYSTEM:

Copies of Army, Air Force, Navy, or Marine Corps qualification records and assignment orders. Copies of leave requests, biographies, evaluation/fitness reports, security information, completed decoration documents, and finance action forms. Routine correspondence regarding assignment actions, duty assignments, extension of DMA tour, requests for training, etc.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 3101.

PURPOSE(S):

To determine the acceptability of an individual nominated by the parent service for a DMA position: to be used in the preparation of efficiency/fitness/effectiveness reports, award recommendations, and other personnel actions. Documents used to assist HRM personnel in serving as liaison between the individual, DMA, and the servicing Military Personnel offices.

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:

The 'Blanket Routine Uses' set forth at the beginning of DMA'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:

Paper records in file folders.

RETRIEVABILITY:

Alphabetically by name of individual.

SAFEGUARDS:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

RETENTION AND DISPOSAL:

Retain until departure of individual from DMA. Hold one year and destroy.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Human Resources, Military Personnel Division, ST A-8, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Office of Human Resources Military Personnel Division, ST A-8, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Office of Human Resources Military Personnel Division, ST A-8, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

Written requests for information should contain the full name of the individual, current address and telephone number, service number on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, such as, drivers license, employing office's identification cards, and give some