

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:

Information is obtained from the individual's Service Military Personnel Center, the individual's rating official within the DMA and the individual concerned.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

B0615-07

SYSTEM NAME:

Safety Awards Files (*February 22, 1993, 58 FR 10206*).

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SYSTEM LOCATION

Delete entry and replace with 'Primary location: DMA Fairfax, Human Resources Safety and Health Division.

Decentralized locations: Records Holding Area, Administrative Operations Division. Official mailing addresses are published as an appendix to DMA's compilation of systems of records notices.'

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CATEGORIES OF RECORDS IN THE SYSTEM:

Delete entry and replace with 'File contains a list of the names of drivers who have received safe driver awards.'

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B0615-07

SYSTEM NAME:

Safety Awards Files.

SYSTEM LOCATION:

Primary location: DMA Fairfax, Human Resources Safety and Health Division.

Decentralized locations: Records Holding Area, Administrative Operations Division. Official mailing addresses are published as an appendix to DMA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Any Defense Mapping Agency driver.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains a list of the names of drivers who have received safe driver awards.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 4503, Agency Awards.

PURPOSE(S):

To document presentation of safety awards to individuals in compliance with established policy.

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:

Filed alphabetically by name.

SAFEGUARDS:

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

RETENTION AND DISPOSAL:

Destroy when 5 years old.

SYSTEM MANAGER(S) AND ADDRESS:

Human Resources Safety and Health 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 Human Resources Safety and Health 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 Human Resources Safety and Health 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, and the case control number that appears with the office symbol, on all correspondence received from this office.

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:

Driver record of the individual.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

B0901-07

SYSTEM NAME:

Alcoholism and Drug Abuse Files (*February 22, 1993, 58 FR 10207*).

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SYSTEM LOCATION:

Delete entry and replace with 'Primary location: DMA Fairfax.

Decentralized locations: DMA Bethesda, DMA Reston, and DMA St. Louis. Records Holding Area, Administrative Operations Division. Official mailing addresses are published as an appendix to DMA's compilation of systems of records notices.

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SYSTEM MANAGER:

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

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B0901-07

SYSTEM NAME:

Alcoholism and Drug Abuse Files.

SYSTEM LOCATION:

Primary location: DMA Fairfax. Decentralized locations: DMA Bethesda, DMA Reston, and DMA St. Louis. Records Holding Area, Administrative Operations Division. Official mailing addresses are published as an appendix to DMA's compilation of systems of records notices.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

All civilian employees who have contacted program counselor requesting assistance.

CATEGORIES OF RECORDS IN THE SYSTEM:

File contains counseling interview notes, medical documents, therapy/treatment referral notes.