

In order to comply with the provisions of 5 U.S.C. 7301, the DMA 'Blanket Routine Uses' do not apply to this system of records.

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

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

STORAGE:

Paper records are maintained in file folders and secured file cabinets. Electronic records exist on magnetic tape, diskette, or other machine readable media.

RETRIEVABILITY:

Records are retrieved by Agency activity name, employee or applicant name, Social Security Number, Identification Number assigned, collection site, date of testing, or any combination of these.

SAFEGUARDS:

Paper records are stored in file cabinets that are locked when not being used. Electronic records are accessed on computer terminals in supervised areas using a system with password access safeguards. All employee and applicant records are maintained and used with the highest regard for employee and applicant privacy. Only persons on a need-to-know basis and trained in the handling of information protected by the Privacy Act have access to the system.

RETENTION AND DISPOSAL:

Records on employees are retained for two years. Records on applicants are maintained for a period not to exceed six months. Records are destroyed by shredding, burning, or, in the case of electronic records, by erasure.

SYSTEM MANAGER(S) AND ADDRESS:

DMA Drug Program Manager, Human Resources Work Force Management Division, ST B-5, 8613 Lee Highway, Fairfax, VA 22031-2137.

NOTIFICATION PROCEDURE:

Individuals seeking to determine if this system of records contains information about themselves must address written inquiries to the DMA Drug Program Manager, Human Resources Work Force Management Division, ST B-5, 8613 Lee Highway, Fairfax, VA 22031-2137.

Requests must contain the full name, Social Security Number, current address and telephone number of subject individual.

RECORD ACCESS PROCEDURES:

Individuals seeking access to records about themselves contained in this system of records must address written inquiries to the DMA Drug Program Manager, Human Resources Work Force Management Division, ST B-5, 8613 Lee Highway, Fairfax, VA 22031-2137.

Requests must contain the full name, Social Security Number, current address and telephone number of subject individual.

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:

Records in this system are obtained from the individual to whom the records pertain; agency employees, supervisors, and management officials involved in the DMA Drug Abuse Testing Program.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

Delete the current addresses directory and replace with:

**DEFENSE MAPPING AGENCY
OFFICIAL MAILING ADDRESSES**

DMA Fairfax, ATTN: GCM St A-7, Defense Mapping Agency, 8613 Lee Highway, Fairfax, VA 22031-2137.

DMA St. Louis, 3200 South Second Street, St. Louis, MO 63118-3399.

DMA Bethesda, 4600 Sangamore Road, Bethesda, MD 20816-5003.

DMA Reston, 12310 Sunrise Valley Drive, Reston, VA 22091-3414.

Defense Mapping School, 5825 21st Street, Suite 106, Ft. Belvoir, VA 22060-5921.

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DEPARTMENT OF DEFENSE

**GENERAL SERVICES
ADMINISTRATION**

**NATIONAL AERONAUTICS AND
SPACE ADMINISTRATION**

[OMB Control No. 9000-0045]

**Clearance Request for Bid,
Performance, and Payment Bonds**

AGENCIES: Department of Defense (DOD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

ACTION: Notice of request for an extension to an existing OMB clearance (9000-0045).

SUMMARY: Under the provisions of the Paperwork Reduction Act of 1980 (44 U.S.C. 3501), the Federal Acquisition Regulation (FAR) Secretariat has submitted to the Office of Management and Budget (OMB) a request to review and approve an extension of a currently approved information collection requirement concerning Bid, Performance, and Payment Bonds.

FOR FURTHER INFORMATION CONTACT: Beverly Fayson, Office of Federal Acquisition Policy, GSA (202) 501-4755.

SUPPLEMENTARY INFORMATION:

A. Purpose

"Bond" means a written instrument executed by the contractor (the "principal") and a second party (the "surety" or "sureties") to assure fulfillment of the principal's obligations to a third party (the "obligee" or "Government") identified in the bond. If the principal's obligations are not met, the bond assures payment, to the extent stipulated, of any loss sustained by the obligee.

The Miller Act (40 U.S.C. 270a-270e) requires performance and payment bonds for any construction contract exceeding \$25,000, unless it is impracticable to require bonds for work performed in a foreign country, or it is otherwise authorized by law. Bonds may be required for other contracts when it is deemed appropriate.

The bond(s) are retained by the obligee (the Government) until the principal's (the contractor's) obligation is fulfilled.

B. Annual Reporting Burden

Public reporting burden for this collection of information is estimated to average .42 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to General Services Administration, FAR Secretariat, 18th & F Streets, NW, Room 4037, Washington, DC 20405.

The annual reporting burden is estimated as follows: *Respondents*, 19,075; *responses per respondent*, 4.87; *total annual responses*, 92,895; *preparation hours per response*, .42; and *total response burden hours*, 39,016.