

SUMMARY: The Department of the Navy proposes to amend a system of records notices in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

DATES: The amendments will be effective on June 9, 2003 unless comments are received that would result in a contrary determination.

ADDRESSES: Send comments to Department of the Navy, PA/FOIA Policy Branch, Chief of Naval Operations, N09B10, 2000 Navy Pentagon, Washington, DC 20350-2000.

FOR FURTHER INFORMATION CONTACT: Mrs. Doris Lama at (202) 685-6545 or DSN 325-6545.

SUPPLEMENTARY INFORMATION: The Department of the Navy's record system notices for records systems 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 Department of the Navy proposes to amend a system of records notice in its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. The amendments to the system of records are not within the purview of subsection (r) of the Privacy Act of 1974 (5 U.S.C. 552a), as amended, which requires the submission of new or altered system report. The records system being amended is set forth below, as amended, published in its entirety.

Dated: May 2, 2003.

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

N05520-5

SYSTEM NAME:

Personnel Security Program
Management Records System (January 23, 1998, 63 FR 3546).

CHANGES:

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CATEGORIES OF RECORDS IN THE SYSTEM:

Delete the first paragraph and replace with "Individual's name (both current, former, and alternate names), Social Security Number, date and place of birth, citizenship status and the unit identification code (UIC) of the individual's assignment. Other data elements track the individual's status in the clearance adjudication process and records the final determination. Data files may also include duty-assignment designations and sensitivity levels, as well as specific access such as cryptographic information access or

participation in the Personnel Reliability Program."

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SAFEGUARDS:

Delete entry and replace with "Buildings are security-controlled areas accessible only to authorized persons. Department of the Navy Central Adjudications Facility (DON CAF) primary system paper, microfilm and electronic/optical imaged records are maintained in General Service Administration (GSA) approved security containers and/or are stored in security controlled areas accessible only to authorized persons. If classified, locally generated paper security records and/or copies of investigative reports are stored in a vault, safe, or steel file cabinet having at least a lock bar and approved three-position, dial type lock combination padlock, or in similarly protected containers. Sensitive but unclassified records are stored on open shelves and filing cabinets located in secure areas accessible only to authorized personnel. Electronically and optically stored records are maintained in a "fail-safe" system software with password protected access. Records are accessible only to authorized persons with a need-to-know who are properly screened, cleared, and trained.

Files transferred to the NCIS Records Management Division for storage are in an alarmed area approved for open storage, monitored and stored on open shelves, in GSA approved security containers and filing cabinets located in secure areas accessible only to authorized personnel.

DON CAF employees authorized to work offsite will safeguard government/agency records from unauthorized disclosure or damage by transporting only unclassified records in secured briefcases, satchels or boxes. When not in use by the offsite employee, all records or case-related material is stored in a locked file cabinet or desk in the areas designated that is accessible only to authorized persons. Some documents will be prepared on government computers by DON CAF employees at designated offsite locations. When offsite, computers are not authorized to be connected to any network, and no data is authorized to be stored to any employee's personal computer storage device. Documents prepared at designated offsite locations and or temporarily held for the purposes of offsite work will not be printed at any unauthorized offsite location."

RETENTION AND DISPOSAL:

Delete entry and replace with "Investigative/adjudicative records on non-DoD-affiliated persons who are considered for affiliation with DoD are destroyed after 1 year if affiliation is not completed.

Adjudication decisions that are entered into electronic systems such as JPAS and NJACS, to include decisions by DON CAF employees based on contractor case review records containing recommendations on the suitability of individuals for security clearance and reviews with no or minor issues that do not require the creation of a dossier, are destroyed/deleted 1 year after affiliation is terminated. Reviews with issues are filed for 15 or 25 years as cited below. Contractor case review records are destroyed one year after verification that the case review record information is accurately entered into the electronic system.

Investigative/DON CAF adjudicative records of a routine nature are retained in the active file until final adjudicative decision is made; then retired to NCIS Records Management Division and retained for 15 years after last action reflected in the file, except that files that contain significant derogatory information and/or resulted in adverse action(s) against the individual are destroyed after 25 years. Administrative papers not included in the case file are destroyed 1 year after closure or when no longer needed, whichever is later. Records determined to be of historical value, of wide spread value or Congressional interest are permanent. They will be retained for 25 years after the date of last action reflected in the file and then permanently transferred to the National Archives. Classified nondisclosure agreements if maintained separately from the individual's official personnel folder will be destroyed when 70 years old. If maintained in the individual's personnel folder, the disposition for the official personnel file applies. Locally stored case file paper or automated access records are destroyed when employee/service member is separated or departs the command, except for access determinations not recorded in official personnel folders. They are destroyed 2 years after the person departs the command. However, once affiliation is terminated, acquiring and adding material to the file is prohibited unless affiliation is renewed. The automated NJACS maintains records on persons as long as they continue to be employed by or affiliated with the DON. NJACS computer data records are purged two years after an individual terminates DON employment