

CATEGORIES OF RECORDS IN THE SYSTEM:

The records will contain data on veteran-owned companies who have contacted the Center for Veterans Enterprise or have been extracted from e-government databases to which the companies have voluntarily submitted the data as a part of the marketing efforts to the federal government. The records may include business addresses and other contact information, information concerning products/services offered, information pertaining to the business, including Federal contracts, certifications, and security clearances held.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Pub. L. 106–50, as amended.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Federal, State, and local government personnel will access the system to find veteran-owned businesses to contract with and for purposes of market research in compliance with their respective procurement regulations and procedures.
2. The general public, including companies and corporate entities, will access the system, via Internet, to review the information and to locate potential subcontractors and/or potential teaming partners for purposes of complying with applicable regulations concerning use of veteran-owned businesses.
3. The Center for Veterans Enterprise will use the records and reports derived from the database to manage their responsibilities under the Veterans Entrepreneurship and Small Business Development Act of 1999.

COMPATIBILITY OF THE PROPOSED ROUTINE USES:

The Privacy Act permits disclosure of information about individuals without their consent for a routine use when the information will be used for a purpose that is compatible with the purpose for

which the information is collected. In all of the routine use disclosures described above, the recipient of the information will use the information in connection with a matter relating to one of VA's programs.

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

The VetBiz VIP will be stored in an automated, computerized database. The system will operate on servers located at VA's Austin Automation Center (AAC), 1615 E. Woodward Street, Austin, Texas 78772. Data backups will reside on appropriate media according to normal system backup plans for the AAC. The system will be managed by the Center for Veterans Enterprise in VA Headquarters, Washington, DC.

RETRIEVABILITY:

Automated records may be retrieved by business name, type, location, previous experience, certifications (*e.g.* HUBZone, 8(a), etc.), product identifiers (*e.g.*, NAICS), and federal identifiers (*e.g.* CAGE Code, Pro-Net identification number, etc.).

SAFEGUARDS:

Read access to the system is via Internet access. AAC and CVE personnel will have access to the system via VA Intranet and local connections for management and maintenance purposes and tasks. Access to the Intranet portion of the system is via user-id and password at officially approved access points. Veteran-owned businesses will establish and maintain user-ids and passwords for accessing their corporate information under system control. Policy regarding issuance of user-ids and passwords is formulated in VA by the Office of Information and Technology, Washington, DC.

RETENTION AND DISPOSAL:

Records will be maintained and disposed of in accordance with the

records disposal authority approved by the Archivist of the United States, the National Archives and Records Administration, and published in Agency Records Control Schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Deputy Director, Center for Veterans Enterprise (00VE), 810 Vermont Avenue, NW., Washington, DC 20420.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about themselves should contact the Deputy Director, Center for Veterans Enterprise (00VE), 810 Vermont Avenue, NW., Washington, DC 20420.

RECORD ACCESS PROCEDURE:

Individuals seeking access to records about themselves contained in this system of records may access the records via the Internet, or submit a written request to the system manager.

CONTESTING RECORD PROCEDURES:

An individual who wishes to contest records maintained under his or her name or other personal identifier may write or call the system manager. VA's rules for accessing records and contesting contents and appealing initial agency determinations are published in regulations set forth in the Code of Federal Regulations. *See* 38 CFR 1.577, 1.578.

RECORD SOURCE CATEGORIES:

The information in this system of records is obtained from the following sources: a. Information voluntarily submitted by the business; b. information gathered from VA contracting activities; and c. information extracted from other business databases.

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