

Subjects of investigations on non-criminal matters.

Current and former applicants for the position of PFPA/PPD Officer.

Sources of information and evidence. The identity of these individuals may be confidential as appropriate to the subject matter they contribute. These files contain information vital to the outcome of administrative procedures and civil and criminal cases.

Individuals associated with terrorism or terrorist groups and activities and names of regional, nationwide, and worldwide terrorist organizations.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Preliminary and other reports of criminal investigations from the opening of a case until it is closed. These records are instituted and maintained at varying points in the process. The processes of criminal justice and civil and administrative remedies may require their partial or total disclosure.

Security files contain information such as name, date and place of birth, address, Social Security Number, education, occupation, experience, and investigatory material. Contingency Planning/Analysis files contain information such as names and other identifying information and investigatory material on an individual associated with terrorists or terrorist groups and activities. File contains information about regional, nationwide, and worldwide terrorist organizations and their effects on security of DoD facilities under the jurisdiction of PFPA. Intelligence briefs; tactical, operational, and strategic informational reports; regional and nationwide contingency analysis; contingency action plans; and patterns and trends of potential or actual terrorists or terrorist groups, or other activities that could disrupt the orderly operation of Defense-owned or controlled facilities over which the PFPA has jurisdiction.

Documents created in enforcing regulations regarding motor vehicle movement and parking on Federal premises including reports of traffic accidents, traffic violation notices and similar records maintained by PFPA.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Section 21, Internal Security Act of 1950 (Pub. L. 831, 81st Cong.); 40 U.S.C. 318, as delegated by Administrator, General Services Administration, to the Deputy Secretary of Defense, September 1987, and E.O. 9397 (SSN).

#### **PURPOSE(S):**

Information in this system supports the public safety, law enforcement,

facility security, and contingency planning functions of the PFPA. Additional functions supported include information on current and former applicants for the position of PFPA/PPD Officer and Internal Affairs investigative records.

#### **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:

To a Federal, state, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order, where the agency is aware of a violation or potential violation of civil or criminal law or regulation.

To an appeal, grievance, or formal complaints examiner; equal employment opportunity investigator; arbitrator; exclusive representative; or other officials engaged in investigating, or settling a grievance, complaint or appeal filed by an employee.

To various bureaus and divisions of the Department of Justice that have primary jurisdiction over subject matter and location which PFPA shares.

To law enforcement agencies which have lawfully participated in and conducted investigation jointly with PFPA.

Pursuant to the order of a court of competent jurisdiction, when the United States is party to or has interest in litigation, and using the records is relevant, necessary, and compatible with the purposes of collecting the information.

To an insurance company of one or more parties when an insured is involved in an injury or accident in the PFPA jurisdiction and an Accident Report is required to resolve claims or to settle matters of record.

The DoD 'Blanket Routine Uses' set forth at the beginning of OSD'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 in file cabinets. Magnetic media in controlled access areas for both on-line and storage disks.

##### **RETRIEVABILITY:**

Paper records by case control number and type of incident. Magnetic files by

case control number, name, address, and physical description of subject individual.

#### **SAFEGUARDS:**

Paper records are stored in secure filing cabinets in room with built-in-position dial-type combination safe lock. Computer records are maintained in limited access sites on a system protected by a software-controlled password system.

#### **RETENTION AND DISPOSAL:**

Non-criminal records are destroyed one year after case is closed.

Criminal records are cutoff when case is closed and placed in an inactive file for three years. After three years in the inactive file, the records are retired to the Washington National Records Center for an additional 15 years, after which time they will be destroyed. Information on current and former applicants for position of PFPA/PPD Officer are maintained two years and then destroyed.

Contingency planning and analysis files pertaining to regional, nationwide, and worldwide terrorist organizations and their potential effects of the security of DoD facilities are destroyed when superseded, obsolete, or no longer needed.

#### **SYSTEM MANAGER(S) AND ADDRESS:**

Chief Information Officer, Pentagon Force Protection Agency, 9000 Defense Pentagon, Washington, DC 20301-9000.

#### **NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address inquiries to the Pentagon Force Protection Agency, 9000 Defense Pentagon, Washington, DC 20301-9000.

#### **RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address inquiries to the Pentagon Force Protection Agency, 9000 Defense Pentagon, Washington, DC 20301-9000.

#### **CONTESTING RECORD PROCEDURES:**

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

#### **RECORD SOURCE CATEGORIES:**

Investigators, informants, witnesses, official records, investigative leads, statements, depositions, business records, or any other information source available to PFPA.