

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

Paper records in file folders and computerized electronic records.

**RETRIEVABILITY:**

Paper records are retrieved by individual's last name, Social Security Number, bureau, or organization. Electronic records are retrieved by last name, Social Security Number, and/or news organization.

**SAFEGUARDS:**

Records are accessed by authorized personnel with an official need-to-know who have been trained for handling Privacy Act information. Electronic records are accessible only by the Directorate of Defense Information administrative staff.

**RETENTION AND DISPOSAL:**

Disposition pending. Until the National Archives and Records Administration has approved the retention and disposition of these records, treat records as permanent.

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

For DoD Media Pool files: Office of the Assistant Secretary of Defense (Public Affairs), Directorate for plans, Room 2D757, 1400 Defense Pentagon, Washington, DC 20301-1400.

**FOR PENTAGON CORRESPONDENT FILES:**

Deputy Director, Directorate for Defense Information, Office of the Assistant Secretary of Defense (Public Affairs), 1400 Defense Pentagon, Room 2E765, Washington, DC 20301-1400.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the appropriate System manager above.

The request should contain individual's full name, individual's Social Security Number, and bureau or organization where employed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the appropriate System manager above.

The request should contain individual's full name, individual's Social Security Number, and bureau or organization where employed.

**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:**

Accreditation and other questionnaires and forms completed or provided by the individual and information provided by the individual's employer or bureau.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**BILLING CODE 5001-08-P**

**DEPARTMENT OF DEFENSE****Office of the Inspector General;  
Privacy Act of 1974; System of  
Records**

**AGENCY:** Office of the Inspector General, DoD.

**ACTION:** Notice to amend systems of records.

**SUMMARY:** The Office of the Inspector General, DoD, is amending a system of records notice in its existing inventory of record systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

**DATES:** This proposed action will be effective without further notice on August 22, 2003, unless comments are received which result in a contrary determination.

**ADDRESSES:** Send comments to Office of the Inspector General, Department of Defense, 400 Army Navy Drive, Room 223, Arlington, VA 22202-4704.

**FOR FURTHER INFORMATION CONTACT:** Mr. Darryl R. Aaron at (703) 604-9785.

**SUPPLEMENTARY INFORMATION:** The Office of the Inspector General, DoD, systems of records notices 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 specific changes to the records system being amended are set forth below followed by the notice, as amended, published in its entirety. The proposed amendments 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 a new or altered system report.

Dated: July 16, 2003.

**Patricia L. Toppings,**

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

**CIG-11****SYSTEM NAME:**

Budget Information Tracking System (BITS) (February 22, 1993, 58 FR 10213).

**Changes**

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**SYSTEM LOCATION:**

Delete entry and replace with 'Office of the Chief of Staff, Office of the Comptroller, Office of the Inspector General of the Department of Defense, 400 Army Navy Drive, Arlington, VA 22202-4704.'

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**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete from entry 'and Blanket Travel, employee training.' Move the records currently listed under Purpose, to this entry. Those records are 'individual's name, Social Security Number grade/rank and financial transaction document number'.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete entry and replace with 'Pub.L. 95-452, the Inspector General Act of 1978, as amended; 5 U.S.C. 301, Departmental Regulations; DoD 7000.14-R, DoD Financial Management Regulation; DoD Directive 5106.1, Inspector General of the Department of Defense, Organization and Functions Guide; OIG DoD Instruction 7200.1, Budget and Fund Control; OIG DoD Instruction 7250.13, Official Representation Funds; and E.O. 9397 (SSN).'

**PURPOSE(S):**

Delete entry and replace with 'Information is used in determining current year execution and future budgetary requirements for the OIG as follows:

- a. Tracking temporary duty travel costs.
- b. Tracking Permanent Change of Station costs.
- c. Maintain spreadsheets maintained by Human Resource Training/purchase cardholders.
- d. Tracking cash award costs.'

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**RETRIEVABILITY:**

Records are retrieved by the individual's financial transaction document number. A specified data element or a combination thereof contained in this system of records are used for accessing information.