

proposed Order or to modify their terms in any way.

By direction of the Commission.

Donald S. Clark,

Secretary.

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GENERAL SERVICES ADMINISTRATION

Privacy Act of 1974; Proposed Revisions to a Privacy Act System of Records

AGENCY: General Services
Administration.

ACTION: Notice of proposed revision to
an existing Privacy Act system of
records.

SUMMARY: The General Services
Administration (GSA) proposes to revise
the system of records, Credentials,
Passes, and Licenses (GSA/HRO-8). The
purpose of the system is to assemble in
one system information on passes and
credentials for identification and
security purposes. The system is being
revised to cover new categories of
individuals, consisting of Federal
tenants and contractors, to provide
greater security and control access to
Federal buildings and systems. In
addition, administrative enhancements
to improve system effectiveness and
operation include an upgrade in
electronic capabilities through the use
of Smart Card technology, and updates
to agency forms, organizational
responsibilities, and office addresses.

DATES: Interested persons may submit
written comments on this proposal. The
revision will become effective without
further notice on September 10, 2003,
unless comments received on or before
that date require changes to the
proposal.

ADDRESSES: Comments should be
submitted to the GSA Privacy Act
Officer (CI), Office of the Chief People
Officer, General Services
Administration, 1800 F Street, NW.,
Washington DC 20405.

FOR FURTHER INFORMATION CONTACT: The
GSA Privacy Act Officer at the above
address, or call 202-501-1452.

Dated: July 31, 2003.

Fred Alt,

*Chief Information Officer, Office of the Chief
People Officer.*

GSA/HRO-8

SYSTEM NAME:

Credentials, Passes, and Licenses
(GSA/HRO-8).

SYSTEM LOCATION:

This system of records is operated and
maintained by the Office of the Chief
Information Officer (CIO) for GSA's
Services, Staff Offices, and regions,
which are responsible for ensuring the
integrity of the data in the system.
System records are located in Central
Office at 1800 F Street, NW.,
Washington DC, and in the regional
offices listed in the *Appendix*.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

GSA associates, Federal tenants,
contractors, and other persons assigned
responsibilities that require the issuance
of credentials for identification and
security purposes, including individuals
participating in identification methods
using the latest technologies, such as
biometrics (e.g., electronic
fingerprinting).

CATEGORIES OF RECORDS IN THE SYSTEM:

Passes, licenses, and identification
credentials, which may contain name,
Social Security Number, photograph,
office and home addresses and phone
numbers, signature, identification serial
number, next of kin name and phone
number, medical information, and
biometric identification information.
The following GSA forms and
associated databases will be used
agency-wide:

- a. GSA Form 277, Employee
Identification and Authorization
Credential (Revised 2003);
- b. GSA Form 277U, Temporary Pass;
- c. GSA Form 277V, Visitor Pass;
- d. OF 7, Property Pass;
- e. GSA Form 2941, Parking
Application; and
- f. Biometric information, such as
fingerprints, collected electronically.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Federal Property and
Administrative Services Act of 1949 (63
Stat. 377) as amended.

PURPOSE:

To assemble in one system
information pertaining to passes and
credentials for identification and
security purposes; to facilitate the
issuance and control of cards, parking
permits, building passes, licenses, and
similar credentials; and to ensure only
authorized access to secure areas and
systems.

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

Information from this system may be
disclosed as a routine use:

- a. To the Federal, State, or local
agency responsible for investigating,

prosecuting, enforcing, or implementing
a statute, rule, regulation, or order,
where the General Services
Administration becomes aware of a
violation or potential violation of civil
or criminal law or regulation.

b. To a member of Congress or a
congressional staff member in response
to an inquiry from that congressional
office made at the request of the
individual who is the subject of a
record.

c. To another Federal agency or to a
court when the government is party to
a judicial proceeding before the court.

d. To a Federal agency, on request, in
connection with the hiring and
retention of an employee, the issuance
of a security clearance, the conducting
of a security or suitability investigation
of an individual, the classifying of a job,
the letting of a contract, or the issuance
of license, grant, or other benefit by the
requesting agency, to the extent that the
information is relevant and necessary to
the requesting agency's decision.

e. By the Office of Personnel
Management in the production of
summary descriptive statistics in
support of the function for which the
records are collected and maintained, or
for related workforce studies.

f. To the Office of Management and
Budget in connection with the review of
private relief legislation as set forth in
OMB Circular No. A-19 at any stage of
the legislative coordination and
clearance process.

g. To officials of the Merit Systems
Protection Board, including the Office of
Special Counsel; the Federal Labor
Relations Authority and its General
Counsel; or the Equal Employment
Opportunity Commission when
requested in the performance of their
authorized duties.

h. To an authorized appeal or
grievance examiner, formal complaints
examiner, equal employment
opportunity investigator, arbitrator, or
other duly authorized official engaged
in investigation or settlement of a
grievance, complaint, or appeal filed by
an employee to whom the information
pertains.

i. To the Office of Personnel
Management in accordance with the
agency's responsibility for evaluation of
Federal personnel management.

j. To the extent that official personnel
records in the custody of GSA are
covered within the systems or records
published by the Office of Personnel
Management as Government-wide
records, they will be considered a part
of that government-wide system. Other
official personnel records covered by
notices published by GSA and
considered to be separate systems of