

the first and second portions. The first portion has first pots therein which communicate with the aperture of the water bath body. The second portion includes second ports therein which communicate with the aperture of the water bath body and with associated passages in the cell chamber body. A second transparent cover is disposed on the interior support surface of the water bath body so as to divide the aperture of the water bath body into first and second portions. The second transparent cover covers the second portion of the aperture to define a sealed cell chamber enclosed by the second transparent cover, the first transparent cover and surfaces of the cell chamber body. A transparent window is disposed on the second support surface to cover the first portion of the aperture to define a water bath chamber enclosed by the transparent window, the second cover and surfaces of the water bath body. Whereby fluid may enter and exit the water bath chamber via first ports and perfusion fluid may enter and exit the cell chamber via the second ports.

**Luz D. Ortiz,**

*Army Federal Register Liaison Officer.*

[FR Doc. 02-4182 Filed 2-20-02; 8:45 am]

**BILLING CODE 3710-08-M**

## DEPARTMENT OF DEFENSE

### Defense Logistics Agency

#### Privacy Act of 1974; Systems of Records

**AGENCY:** Defense Logistics Agency, DoD.

**ACTION:** Notice to alter a system of records.

**SUMMARY:** The Defense Logistics Agency proposes to alter 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.

**DATES:** This action will be effective without further notice on March 22, 2002 unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to the Privacy Act Officer, Headquarters, Defense Logistics Agency, Attn: DSS-C, 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

**FOR FURTHER INFORMATION CONTACT:** Ms. Susan Salus at (703) 767-6183.

**SUPPLEMENTARY INFORMATION:** The Defense Logistics Agency notices for systems of records 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 proposed system report, as required by 5 U.S.C. 552a(r) of the Privacy Act of 1974, as amended, was submitted on February 7, 2002, to the House Committee on Government Reform, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, "Federal Agency Responsibilities for Maintaining Records About Individuals," dated February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated: February 12, 2002.

**Patricia L. Toppings,**

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

#### S330.50 CAH

##### SYSTEM NAME:

Official Personnel Files for Non-Appropriated Fund Employees (August 3, 1999, 64 FR 42101).

##### CHANGES:

\* \* \* \* \*

##### SYSTEM IDENTIFIER:

Delete S330.50 CAH and replace with "S400.05".

\* \* \* \* \*

##### SYSTEM LOCATION:

Delete entry and replace with "Records are located at the NAF Personnel Office, Headquarters Defense Logistics Agency," (DSS-Q), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

##### NAF PERSONNEL OFFICES OF THE FOLLOWING DLA FIELD ACTIVITIES:

Defense Distribution Depot Susquehanna, ATTN: DDSP-HM, 2001 Mission Drive, Suite 1, New Cumberland, PA 17070-5002;

Defense Supply Center Richmond, ATTN: DSCR-H, 8000 Jefferson Davis Highway, Richmond, VA 23297-5131;

Defense Supply Center Columbus, ATTN: DSCC-WLQ, 3990 East Broad Street, Columbus, OH 43216-5000;

Defense Logistics Information Service, ATTN: DLIS-RB, 74 N. Washington Avenue, Battle Creek, MI 49017-3084; and

Defense Distribution Depot San Joaquin, ATTN: DDJC-X, 25600 S. Chrisman Road, Building 100, Room 28, Tracy, CA 95376. Some of the information contained in this system may be duplicated for maintenance at a location closer to the employee's work site (e.g., in an administrative office or

supervisor's work folder) and still be covered by this system notice."

\* \* \* \* \*

##### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Delete entry and replace with "Individuals who have accepted employment as a DLA Non-Appropriated Fund employee."

\* \* \* \* \*

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

Delete entry and replace with "The system constitutes a history of employment with DLA and contains name, physical and electronic addresses, telephone numbers, date and place of birth, citizenship, Social Security number, prior employment or work history, and employment application forms. In addition, the system includes grade; series; duties; duty location; promotions; work schedule; health and life insurance election documents; pay data; direct deposit forms; savings bond authorizations; state and local taxation forms; emergency notification data; performance objectives and evaluations; awards; notices of disciplinary or adverse action and employee response; training records; certification and licensing records; medical and fitness for duty evaluations; secondary employment documents; the fact of and level of security clearance; social security or other retirement benefit data; and similar employment-related material."

\* \* \* \* \*

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

Delete entry and replace with '5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1143d, Employment assistance; 10 U.S.C. 1588, Voluntary services; 10 U.S.C. 1784, Employment opportunities; 42 U.S.C. 300e-9, Employees Health Benefit Plans; 42 U.S.C. Chapter 7, Subchapter II, Social Security Benefits; and E.O. 9397 (SSN).'

\* \* \* \* \*

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

Add three new routine uses "To public health agencies in cases where employees have contracted or been exposed to a health hazard while employed with DLA.

To the Department of the Treasury to process savings bond authorization forms.

To the Social Security Administration and pension fund administration

entities for retirement and pension benefit administration, oversight, and audit purposes.'

\* \* \* \* \*

#### **SAFEGUARDS:**

Add to entry 'Records are secured in locked or guarded buildings, locked offices, locked cabinets or powered down computer terminals during non-duty hours. Output and storage media products are labeled "For Official Use Only" and handled in accordance with DLA regulations for the safeguarding of such information. Data relayed through the Internet is encrypted during transmission by means that comply with DoD policies and technical specifications for communications, operations, and web security.'

\* \* \* \* \*

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

Add a new second paragraph 'Some records within the file are retained at the agency for various lengths of time in accordance with the National Archives and Records Administration records schedules.

a. Documents relating to the administration of group life, health, and accident insurance programs, and retirement plans for NAF employees. Included are requests for group insurance, agreements, waivers, requests for discontinuance, applications for insurance, beneficiary designations, notices of employment termination, statements of contributions, similar documents, and related papers are destroyed after termination of involvement by the NAF activity.

b. Documents reflecting basic data on individual employees such as veteran preference, service computation date, performance ratings, positions held, and similar information are destroyed 15 years after transfer or separation of employee.

c. Documents related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of non-appropriated fund employees are destroyed 5 years after final action.

d. Documents used to record supervisory counseling interviews and separation interviews are destroyed 6 months after transfer or separation of employee.

e. Training documents are destroyed after 5 years.'

\* \* \* \* \*

S400.05

System name:

Official Personnel Files for Non-Appropriated Fund Employees.

#### **SYSTEM LOCATION:**

Records are located at the NAF Personnel Office at Headquarters, Defense Logistics Agency, (DSS-Q), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

#### **NAF PERSONNEL OFFICES OF THE FOLLOWING DLA FIELD ACTIVITIES:**

Defense Distribution Depot Susquehanna, Attn: DDSP-HM, 2001 Mission Drive, Suite 1, New Cumberland, PA 17070-5002;

Defense Supply Center Richmond, ATTN: DSCR-H, 8000 Jefferson Davis Highway, Richmond, VA 23297-5131;

Defense Supply Center Columbus, ATTN: DSCC-WLQ, 3990 East Broad Street, Columbus, OH 43216-5000;

Defense Logistics Information Service, ATTN: DLIS-RB, 74 N. Washington Avenue, Battle Creek, MI 49017-3084; and

Defense Distribution Depot San Joaquin, Attn: DDJC-X, 25600 S. Chrisman Road, Building 100, Room 28, Tracy, CA 95376. Some of the information contained in this system may be duplicated for maintenance at a location closer to the employee's work site (e.g., in an administrative office or supervisor's work folder) and still be covered by this system notice.

#### **CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who have accepted employment as a DLA Non-Appropriated Fund employee.

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

The system constitutes a history of employment with DLA and contains name, physical and electronic addresses, telephone numbers, date and place of birth, citizenship, Social Security Number, prior employment or work history, and employment application forms. In addition, the system includes grade; series; duties; duty location; promotions; work schedule; health and life insurance election documents; pay data; direct deposit forms; savings bond authorizations; state and local taxation forms; emergency notification data; performance objectives and evaluations; awards; notices of disciplinary or adverse action and employee response; training records; certification and licensing records; medical and fitness for duty evaluations; secondary employment documents; the fact of and level of security clearance; social security or other retirement benefit data; and similar employment-related material.

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

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 1143d, Employment assistance; 10 U.S.C. 1588, Voluntary services; 10 U.S.C. 1784, Employment opportunities; 42 U.S.C. 300e-9, Employees Health Benefit Plans; 42 U.S.C. Chapter 7, Subchapter II, Social Security Benefits; and E.O. 9397 (SSN).

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

The files provide the basic source of factual data about a person's NAF employment. The information is collected and maintained to provide personnel services to the employee and to provide personnel and supervisory officials with information on which to base decisions on employee rights, benefits, eligibility and status.

#### **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:

The information may be disclosed to government and private vendor training facilities and educational institutions in support of training requirements; to health and life insurance carriers for enrollment or claim processing purposes; and to Federal, state, local, and professional licensing boards concerning the issuance, retention, or revocation of licenses or certificates.

To Federal, State, or local agencies that verify eligibility for, administer, audit, or adjudicate claims pertaining to retirement, insurance, unemployment, health benefits, occupational injury, and similar entitlement programs.

To public and private organizations for nominating, considering, or selecting employees for awards and honors or to publicize employee recognition programs.

To the Equal Employment Opportunity Commission (EEOC) for investigating alleged or possible discrimination practices or to fulfill other functions vested in the EEOC.

To the Federal Labor Relations Authority (FLRA) for investigating and resolving allegations of unfair labor practices, or to fulfill other functions vested in the FLRA.

To public health agencies in cases where employees have contracted or been exposed to a health hazard while employed with DLA.

To the Department of the Treasury to process savings bond authorization forms.

To the Social Security Administration and pension fund administration entities for retirement and pension benefit administration, oversight, and audit purposes.

The DoD 'Blanket Routine Uses' set forth at the beginning of DLA'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:**

Records are stored in paper and computerized form.

**RETRIEVABILITY:**

Records are retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records are maintained in areas accessible only to DLA personnel who must have access to perform their duties. The computer files are password protected with access restricted to authorized users. Records are secured in locked or guarded buildings, locked offices, locked cabinets or powered down computer terminals during non-duty hours. Output and storage media products are labeled "For Official Use Only" and handled in accordance with DLA regulations for the safeguarding of such information. Data relayed through the Internet is encrypted during transmission by means that comply with DoD policies and technical specifications for communications, operations, and web security.

**RETENTION AND DISPOSAL:**

Folders are maintained for the duration of the employee's employment. They are retired to the National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118, 30 days after separation except that files on off-duty military personnel are destroyed 2 years after termination of employment and files on non-U.S. citizens residing outside of CONUS, Alaska, Hawaii, but working within CONUS, Alaska, and Hawaii are destroyed 3 years after separation.

Some records within the file are retained at the agency for various lengths of time in accordance with the National Archives and Records Administration records schedules.

a. Documents relating to the administration of group life, health, and accident insurance programs, and retirement plans for NAF employees.

Included are requests for group insurance, agreements, waivers, requests for discontinuance, applications for insurance, beneficiary designations, notices of employment termination, statements of contributions, similar documents, and related papers are destroyed after termination of involvement by the NAF activity.

b. Documents reflecting basic data on individual employees such as veteran preference, service computation date, performance ratings, positions held, and similar information are destroyed 15 years after transfer or separation of employee.

c. Documents related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of non-appropriated fund employees are destroyed 5 years after final action.

d. Documents used to record supervisory counseling interviews and separation interviews are destroyed 6 months after transfer or separation of employee.

e. Training documents are destroyed after 5 years.

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

Chief, NAF Personnel and Policy Office, Headquarters, Defense Logistics Agency (DSS-Q), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address inquiries to the Privacy Act Officer, Headquarters, Defense Logistics Agency, (Attn: DSS-CF), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221, or to the Privacy Act Officer of the DLA field activity where employed. Mailing addresses are listed under "System location" entry. Written inquiries to DDJC-X must be addressed to DDJC-X, P.O. Box 960001, Stockton, CA 95296-0200; the Chrisman Road address may be used for personal visits.

Inquiry must contain requester's full name, Social Security Number, and name and physical location of organization where employed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address inquiries to the Privacy Act Officer, Headquarters, Defense Logistics Agency, (Attn: DSS-CF), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221, or to the Privacy Act Officer of the DLA field activity where

employed. Mailing addresses are listed under "System location" entry. Written inquiries to DDJC-X must be addressed to DDJC-X, P.O. Box 960001, Stockton, CA 95296-0200; the Chrisman Road address may be used for personal visits.

Inquiry must contain requester's full name, Social Security Number, name and physical location of organization where employed, and a notarized or self-sworn statement attesting to identity.

For personal visits employee must be able to provide some acceptable identification such as driver's license or employee identification badge.

**CONTESTING RECORD PROCEDURES:**

The DLA rules for accessing records, for contesting contents and appealing initial agency determinations are contained in DLA Regulation 5400.21, 32 CFR part 323, or may be obtained from the Privacy Act Officer, Headquarters, Defense Logistics Agency, ATTN: DSS-C, 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

**RECORD SOURCE CATEGORIES:**

Information contained in the folder is obtained from the record subject, the employee's previous employer, educational institutions, trade associations, references and others who would have knowledge of the employee's skills or employment characteristics and papers originating with the activity during the employee's work history.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**BILLING CODE 5001-08-P**

**DEPARTMENT OF EDUCATION**

[CFDA No. 84.358]

**Small, Rural School Achievement Program and Rural and Low-Income School Program**

**AGENCY:** Office of Elementary and Secondary Education, Department of Education.

**ACTION:** Notice announcing acceptability of Alternative Average Daily Attendance (ADA) data and establishing state deadline for submission of ADA and other eligibility and allocation data.

**SUMMARY:** Part B of Title VI of the Elementary and Secondary Education Act (ESEA) authorizes the Secretary of Education to award funds under two grant programs that are designed to address the unique needs of rural school