

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

Paper in file folders.

**RETRIEVABILITY:**

Records are retrieved by the active duty service members' name and unit.

**SAFEGUARDS:**

Records are maintained in controlled areas accessible only to authorized personnel with a valid requirement and authorization to enter. Physical entry is restricted by use of combination numbered and cipher locks.

**RETENTION AND DISPOSAL:**

Permanent. Cut off and retire to the Washington National Records Center when superseded or obsolete.

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

Senior Program Analyst, Department of Defense, ATTN: Morale, Welfare and Recreation Policy Office, 241 18th Street, Suite 302, Arlington, VA 22202-3424.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Office of the Under Secretary of Defense (Military Community and Family Policy), ATTN: Morale, Welfare and Recreation Policy Directorate, 1745 Jefferson Davis Highway, Suite 302, Arlington, VA 22202-3424.

Requests should include the individual's name, phone number, and address.

**RECORD ACCESS PROCEDURES:**

Individual seeking access to information about themselves should address written requests to the Office of the Under Secretary of Defense (Military Community and Family Policy), ATTN: Morale, Welfare and Recreation Policy Directorate, 1745 Jefferson Davis Highway, Suite 302, Arlington, VA 22202-3424.

Requests should include the individual's name, phone number, and address.

**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:**

Active duty service member.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DEPARTMENT OF DEFENSE****Department of the Navy****Privacy Act of 1974; System of Records**

**AGENCY:** Department of the Navy.

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

**SUMMARY:** The Department of the Navy proposes to add a system of records notice to 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 on January 19, 2005, unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to Department of the Navy, PA/FOIA Policy Branch, Chief of Naval Operations, DNS10, (DNS-36), 2000 Navy Pentagon, Washington, DC 20350-2000.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Doris Lama at (202) 685-6545 or DSN 325-6545.

**SUPPLEMENTARY INFORMATION:** The Department of the Navy's record system notices for records systems 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, was submitted on December 13, 2004, 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 (61 FR 6427, February 20, 1996).

Dated: December 14, 2004.

**Jeannette Owings-Ballard,**  
*OSD Federal Register Liaison Officer,*  
*Department of Defense.*

**NM07010-1****SYSTEM NAME:**

DON Non-Appropriated Funds Standard Payroll System.

**SYSTEM LOCATION:**

Non-appropriated activities in the Department of the Navy. Official

mailing addresses are published in the Standard Navy Distribution List that is available at <http://ned.s.daps.dla.mil/sndl.htm>.

**CATEGORIES OF INDIVIDUAL'S COVERED BY THE SYSTEM:**

Department of the Navy non-appropriated fund employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Time and attendance records; personal payroll data listings; correspondence; combined payroll checks and employee leave and earnings statements; Federal, state, and city tax reports and or tapes; and individual pay and leave records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

10 U.S.C. 5013, Secretary of the Navy and E.O. 9397 (SSN).

**PURPOSE(S):**

To compute employees' pay entitlements and deductions and issue payroll checks for amounts due; to withhold amounts due for Federal, state, and city taxes, to remit withholdings to the taxing authorities, and to report earnings and tax collections; and upon request of employees, to deduct specified amounts from earnings for charity, union dues, and for allotments to financial organizations.

**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 the Internal Revenue Service to record wages earned, tax withheld, and social security information.

To state revenue departments to credit employee's state withholding.

To state employment agencies which require wage information to determine eligibility of unemployment compensation benefits of former employees.

To city revenue departments of appropriate cities to credit employees for city tax withheld.

The DoD 'Blanket Routine Uses' published at the beginning of the Navy's compilation of systems of records notices apply to this system.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting

Act (14 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)). The purpose of this disclosure is to aid in the collection of outstanding debts owed to the Federal government, typically to provide an incentive for debtors to repay delinquent Federal government debts by making these debts part of their credit records.

The disclosure is limited to information necessary to establish the identity of the individual, including name, address, and taxpayer identification number (Social Security Number), the amount, status, and history of the claim; and the agency or program under which the claim arose for the sole purpose of allowing the consumer reporting agency to prepare a commercial credit report.

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

**STORAGE:**

Paper records and on automated storage media.

**RETRIEVABILITY:**

Name and/or Social Security Number (SSN).

**SAFEGUARDS:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and safes, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

**RETENTION AND DISPOSAL:**

Paper records are destroyed 10 years after employment is terminated. Electronic records are maintained and purged by payroll contractor and destroyed in the 7th year after origination.

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

Policy Official: Commander, Navy Installations Millington Detachment, 5720 Integrity Drive, Millington, TN 38055-6500.

*Record Holder:* Non-appropriated fund activities in the Department of the Navy. Official mailing addresses are published in the Standard Navy Distribution List that is available at <http://neds.daps.dla.mil/sandl.htm>.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the

commanding officer of the activity in question. Official mailing addresses are published in the Standard Navy distribution List that is available at <http://neds.daps.dla.mil/sndl.htm>.

The request should include full name, Social Security Number, address of the individual concerned and should be signed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the commanding officer of the activity in question. Official mailing addresses are published in the standard Navy Distribution List that is available at <http://neds.daps.dla.mil/sndl.htm>.

The request should include full name, Social Security Number, address of the individual concerned and should be signed.

**CONTESTING RECORD PROCEDURES:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Individual; employee's supervisor; local Morale, Welfare, and Recreation (MWR) Activities' Personnel Offices; Internal Revenue Service; credit bureaus; Commander, Navy Installations Command, Millington Detachment; and contractors who process payroll Navy MWR activities.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**DELAWARE RIVER BASIN COMMISSION**

**Notice of Public Hearing; Proposal To Amend the Administrative Procedure and Fee Schedule for the Renewal of Projects Under Section 3.8 and Article 10 of the Delaware River Basin Compact**

**AGENCY:** Delaware River Basin Commission.

**ACTION:** Notice of public hearing.

**SUMMARY:** The Delaware River Basin Commission ("Commission") will hold a public hearing to receive comments on a proposed amendment to the Commission's administrative procedure and fee schedule for the renewal of project approvals under Section 3.8 and

Article 10 of the Delaware River Basin Compact.

**DATES:** The public hearing will be held during the Commission's regularly scheduled business meeting on January 19, 2005 at 1:30 p.m. Persons wishing to testify at the hearing are asked to register in advance with the Commission by phoning 609-883-9500, extension 224. Submission of written comments by January 14, 2005 would be appreciated, but written comments will be accepted through the close of the public hearing on Wednesday, January 19, 2005.

**ADDRESSES:** The public hearing will be held in the Goddard Room of the Commission's office building at 25 State Police Drive in West Trenton, New Jersey. Written comments should be addressed to the Commission Secretary as follows: by e-mail to [paula.schmitt@drbc.state.nj.us](mailto:paula.schmitt@drbc.state.nj.us); by fax to 609-883-9522; by U.S. Mail to Commission Secretary, DRBC, P.O. Box 7360, West Trenton, NJ 08628-0360; or by overnight mail to Commission Secretary, DRBC, 25 State Police Drive, West Trenton, NJ 08628-0360.

**FOR FURTHER INFORMATION CONTACT:** The full text of the proposed amendment is posted on the Commission's Web site, <http://www.drbc.net>. Please contact Commission Secretary Pamela Bush, 609-883-9500 ext. 203, with questions about the proposed action.

**SUPPLEMENTARY INFORMATION:** The Commission's fee schedule for the review of projects under Section 3.8 and Article 10 of the Delaware River Basin Compact is set forth in Resolution No. 2003-14, duly adopted by the Commission on June 26, 2003. The proposed amendments to the schedule would add provisions (a) for the administrative continuance of dockets and permits (collectively, "approvals") pending Commission action on renewal applications that are timely submitted; and (b) imposition of a fee of \$1,000, in addition to the ordinary review fee, for the review of renewal applications not submitted in a timely fashion. In accordance with the proposed amendment, a docket holder or permittee whose approval has been administratively continued will not be subject to penalties for operating without a docket or permit during the period between expiration of the approval and Commission action on an application for renewal, provided that the docket holder or permittee will be responsible for violations of the terms and conditions of its approval to the same extent as if the approval had been renewed prior to its expiration.