

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

DEA Reports: Scientific Analysis.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

The Attorney General has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(C), (H), (e)(5) and (8), (f), (g), (h) of the Privacy Act pursuant to 5 U.S.C. 552a (j). Rules have been promulgated in accordance with the requirements of 5 U.S.C. 553 (b), (C) and (e) and been published in the Federal Register.

Justice/DEA-015

**SYSTEM NAME:**

Training Files.

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 I Street, N.W., Washington, D.C. 20537 and DEA Office of Training, Federal Law Enforcement Training Center, Glynco, Georgia 31524.

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

Individuals who have attended training programs sponsored by the Drug Enforcement Administrative Office of Training.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

(A) Students names; (B) Dates and locations of schools; (C) Class average and individual student grades; (D) Locations of student's employers; (E) Number of years experience in general law enforcement and drug law enforcement; (F) Classification of student's employers by state, local, county, or Federal; (G) Type of school attended; (H) Class rosters; (I) Biographic data; (J) Evaluation reports; (K) Application and attendance records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

This system is maintained to provide educational and training programs on drug abuse and controlled substances law enforcement pursuant to the Comprehensive Drug Abuse Prevention and Control Act of 1970.

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

This system is maintained to assist in performing the administrative functions of the Office of Training and is used to prepare class directories, class rosters, program evaluation reports and statistical reports. In addition, information from this system is provided to Federal, state and local law

enforcement and regulatory agencies employing former students and biographical data may be provided to students and former students in the form of class rosters and alumni publications.

Release of information to the news media: Information permitted to be released to the news media and the public may be made available from systems of records maintained by the Department of Justice unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

Release of information of Members of Congress. Information contained in systems of records maintained by the Department of Justice, not otherwise required to be released pursuant to 5 U.S.C. 552, may be made available to a Member of Congress or staff acting upon the Member's behalf when the member or staff requests the information on behalf of and at the request of the individual who is the subject of the record.

Release of information to the National Archives and Records Administration (NARA) and to the General Services Administration (GSA): A record from a system of records may be disclosed as a routine use to the NARA and GSA in records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906.

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

The manual records in this system are maintained on index cards and in file folders and the automated portion is maintained on magnetic tapes.

**RETRIEVABILITY**

Data may be retrieved by the student's last name, school location code, or by beginning course dates.

**SAFEGUARDS:**

Those records maintained at DEA Headquarters are protected by twenty-four hour guard service and electronic surveillance. Access to the building is restricted to DEA employees and those persons transacting business within the building who are escorted by DEA employees. In addition, access to file is limited to Office of Training personnel on a need-to-know basis. Those records maintained at the Drug Enforcement Administration, Office of Training, FBI Academy Quantico, Virginia. Access to file is restricted to DEA personnel on a need-to-know basis.

**RETENTION AND DISPOSAL**

Records in this system are currently maintained indefinitely.

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

Deputy Assistant Administrator, Office of Training, Drug Enforcement Administration FBI Academy.

**NOTIFICATION PROCEDURE:**

Inquiries should be addressed to: Freedom of Information Section, Drug Enforcement Administration, 1405 Eye Street NW., Washington, DC 20537.

Inquiries should contain name; date and place of birth; and dates of attendance at courses sponsored by the Office of Training.

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Same as above.

**RECORD SOURCE CATEGORIES:**

(A) Students; (B) Instructors.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

JUSTICE/DEA-016

**SYSTEM NAME:**

Drug Enforcement Administration Accounting System (DEAAS II).

**SYSTEM LOCATION:**

Drug Enforcement Administration, 1405 Eye Street NW., Washington, D.C. 20537. Also field offices. See Appendix 1 for list of addresses.

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

All individuals who submit vouchers requesting payment for goods or services rendered, except payroll vouchers for DEA employees. These include vendors, contractors, experts, witnesses, court reporters, travelers, relocated employees, etc.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

All vouchers paid except payroll vouchers for DEA employees. In addition all advance of funds issued to DEA travelers.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The system is established and maintained in accordance with the Budget and Accounting Procedures Act of 1950 as amended, 31 U.S.C. 66 and U.S.C. 200(a).