

Act, Federal Records Act, and Security Awareness training prior to being given access to the system, and on an annual basis, thereafter.

#### RETENTION AND DISPOSAL:

While records are generally retained and disposed of in accordance with General Records Schedule No. 3, a new records schedule for FBMS is in process in the Office of the Secretary.

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

(1) The following co-system owners have overall responsibility for the Financial and Business Management System:

(a) Director, Office of Acquisition and Property Management, U.S. Department of the Interior, Office of the Secretary, 1849 C Street NW., MS-2607 MIB, Washington, DC 20240; and

(b) Director, Office of Financial Management, U. S. Department of the Interior, Office of the Secretary, 1849 C Street, NW., MS-2557, Washington, DC 20240.

(2) The following system manager has responsibility for the management and operation of the computing center on which the Financial and Business Management System is being implemented: Chief, Financial and Procurement Systems Division, Budget and Finance, National Business Center, MS D-2790, 7301 West Mansfield Avenue, Denver, CO 80235-2230.

(3) The following Department of the Interior bureau/office system managers have responsibility for the data input into and maintained on the Financial and Business Management System by or for their respective bureaus/offices:

(a) Chief, Division of Administration, Office of Surface Mining Reclamation and Enforcement, 1951 Constitution Ave., NW., MS222, Washington DC 20240.

(b) Chief, Procurement Division, Minerals Management Service, Mail Stop 2310, 381 Elden Street, Herndon, VA 20170-4817.

(c) Chief, Division of Contracting and Facilities Management, U. S. Fish and Wildlife Service, Mail Stop 7118-43, 4401 North Fairfax Drive, Arlington, VA, 22203.

(d) Director, Acquisition and Property Management, Indian Affairs, Ely S. Parker Building, 2051 Mercator Drive, Reston, VA 20191.

(e) Division of Property, Acquisition and Headquarters Services, Bureau of Land Management, 1620 L Street, NW., 10th Floor, Washington, DC 20240.

(f) Manager, Acquisition and Assistance Management, Bureau of Reclamation, PO Box 25007, DFC Attn: 84-27700, Denver, CO 80225-0007.

(g) Chief, Acquisitions Services Directorate, National Business Center, Office of the Secretary, 1849 C Street, NW., MS-2557 MIB, Washington, DC 20240.

(h) Chief of Contracting, Contracting Office, Denver Service Center, National Park Service, 12795 W. Alameda Parkway, Suite 130, Denver, CO 80225.

(i) U.S. Geological Survey, Chief, Office of Acquisition and Grants, Mail Stop 205, 12201 Sunrise Valley Drive, Reston, VA 20192.

(j) Chief, Accounting Operations Division, National Business Center, 7301 West Mansfield Avenue, Mail Stop D-2770, Denver, CO 80235-2230.

#### NOTIFICATION PROCEDURES:

An individual requesting notification of the existence of records on himself or herself should address his/her request to the appropriate bureau/office System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

#### RECORDS ACCESS PROCEDURES:

An individual requesting access to records maintained on himself or herself should address his/her request to the appropriate bureau/office System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

#### CONTESTING RECORDS PROCEDURES:

An individual requesting amendment of a record maintained on himself or herself should address his/her request to the appropriate bureau/office System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

#### RECORD SOURCE CATEGORIES:

Individuals on whom the records are maintained; contracting officers; finance and accounting personnel (certifying officials); commercial credit card contractor(s), and acquisition, finance, and accounting documents.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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**ACTION:** Proposed amendment of existing Privacy Act system of records.

**SUMMARY:** In accordance with the Privacy Act of 1974 (5 U.S.C. 552a), the Office of the Secretary of the Department of the Interior is issuing public notice of its intent to amend an existing Privacy Act system of records notice, Interior, OS-88, "Travel Management Records." The changes will update the name of the system, system location, categories of individuals covered by the system, categories of records in the system, routine use of records, storage and safeguard requirements, retrievability of records, and system managers(s) and addresses.

**DATES:** Comments must be received by September 8, 2008.

**ADDRESSES:** Any persons interested in commenting on these proposed amendments to an existing system of records may do so by submitting comments in writing to the Office of the Secretary Acting Privacy Act Officer, Linda Thomas, U.S. Department of the Interior, MS-116 SIB, 1951 Constitution Avenue, NW., Washington, DC 20240, or by e-mail to [Linda\\_Thomas@nbc.gov](mailto:Linda_Thomas@nbc.gov).

**FOR FURTHER INFORMATION CONTACT:** Office of the Secretary Acting Privacy Act Officer, Linda Thomas, U.S. Department of the Interior, MS-116 SIB, 1951 Constitution Avenue, NW., Washington, DC 20240, or by e-mail to [Linda\\_Thomas@nbc.gov](mailto:Linda_Thomas@nbc.gov).

**SUPPLEMENTARY INFORMATION:** The Office of the Secretary is proposing to amend an existing Privacy Act system of records notice, Interior, OS-88, "Travel Management Records," because the Department of the Interior (DOI) is in the process of replacing the electronic system used by the Office of the Secretary to manage the process of processing travel authorizations and claims with the Financial and Business Management System (FBMS). In the process, it is expanding the coverage of the system to include all of DOI's component bureaus and offices and renaming the system notice DOI-88, "Travel Management: FBMS."

FBMS will provide the Department of the Interior with standard business practices supported by a single, integrated finance and administrative system for all bureaus; it will help DOI manage a variety of business functions, including travel management. FBMS takes a comprehensive approach to improving the current business functions in its core systems by replacing DOI's current computer systems with modern software. The combination of standardized business

## DEPARTMENT OF THE INTERIOR

### Office of the Secretary

#### Privacy Act of 1974; Amendment of Existing System of Records

**AGENCY:** Office of the Secretary.

practices and enhanced computer system functionality will enable DOI's bureaus and offices to improve service to their customers and to operate more efficiently. Benefits gained from implementing this suite of applications will include the ability to access and share real-time, accurate business information; to support effective business decisions for mission delivery; to issue accurate financial reports and analysis of managerial data; to support timely decision-making in the field; to free-up more time for mission-focused activities; to focus on value-added analysis rather than data gathering; and to eliminate redundant administrative tasks and multiple login screens.

DOI has adopted a multi-year, phased approach to implementing FBMS, both in terms of functionality, and in terms of the migration of the Department's component bureaus and offices from FFS and other associated systems, to the FBMS. DOI plans to complete its implementation of the FBMS by calendar year 2013.

Towards that end, these amendments will be effective as proposed at the end of the comment period unless comments are received which would require a contrary determination. The Department will publish a revised notice if changes are made based upon a review of comments received.

**Linda Thomas,**

*Office of the Secretary Acting Privacy Officer.*

**SYSTEM NAME:**

Interior, DOI-88, "Travel Management: FBMS."

**Note:** This system complements GSA/GOVT-3 (Travel Charge Card Program) and GSA/GOVT-4 (Contracted Travel Services Program), the Government-wide systems for travel maintained by the General Services Administration. This notice incorporates by reference but does not repeat all of the information contained in GSA/GOVT-3 and GSA/GOVT-4.

**SYSTEM LOCATION:**

(1) Financial and Procurement Systems Division, Budget and Finance, National Business Center, MS D-2790, 7301 West Mansfield Avenue, Denver, CO 80235-2230.

(2) Commercial travel services contractor(s) providing travel services for those individuals authorized to travel at government expense on official business for purposes of arranging transportation and lodging and providing end-to-end automated processing of travel authorizations and travel vouchers.

(3) Relocation Services contractor(s) providing relocation services to individuals and their families that are

being transferred to new duty locations anywhere within the continental United States and Puerto Rico.

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

(1) Employees and former employees of the Department of the Interior's bureaus/offices.

(2) Employees of independent agencies, councils, and commissions (which are supported, administratively, by the Department of the Interior).

(3) Persons serving the Department in other capacities, without compensation, to the extent authorized under 5 U.S.C. 5703.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Names of individuals; Social Security Numbers and tax identification numbers; employee code or number, bank account information; government charge card account numbers; home addresses and telephone numbers; employment and pay information; e-mail addresses; expenses, vouchers and routine travel information (e.g., trip record number; destination; travel itinerary; mode and purpose of travel; date(s) of travel; passport and/or visa number(s); travel preferences; special needs; expenses incurred; advances received; claims; reimbursements; authorizations; etc.); charge card usage information; routine billing, payment, and property accountability information used in accounting and financial processing, which includes charge card transactions; contractor monthly reports showing charges to individual travel charge card accounts, account balances, and other data required to authorize, account for, and pay authorized travel transactions; and individual credit scores.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. Chapter 57 and implementing Federal Travel Regulations (41 CFR 300-304); and 31 U.S.C. 3511 and 3512.

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

The primary purpose of the records is to process travel authorizations and pay travel claims.

Other disclosures outside the Department of the Interior may be made:

(1) To the Department of the Treasury for payment of claims.

(2) To the Department of State for passports.

(3) To commercial travel services contractor(s) providing travel services for those individuals authorized to travel at government expense on official business for purposes of arranging

transportation and lodging, and providing end-to-end automated processing of travel authorizations and travel vouchers.

(4) To relocation services contractor(s) providing relocation services to individuals and their families that are being transferred to new duty locations anywhere within the continental United States and Puerto Rico.

(5) To a travel charge card vendor bank/credit card company for the purpose of issuing credit cards and for billing purposes, including the collection of past due amounts.

(6) To the General Services Administration in the form of listings, reports, and records of all transportation-related transactions, including refunds and adjustments, by the contractor, to enable audits of transportation related charges to the Government.

(7) To consumer reporting agencies to obtain information pertaining to the individual credit scores of travel card applicants, and to facilitate the collection of debts owed the Government.

(8) To other Federal agencies for the purpose of collecting debts owed to the Federal government.

(9)(a) To any of the following entities or individuals, when the circumstances set forth in paragraph (b) are met:

(i) The U.S. Department of Justice (DOJ);

(ii) A court or an adjudicative or other administrative body;

(iii) A party in litigation before a court or an adjudicative or other administrative body; or

(iv) Any DOI employee acting in his or her individual capacity if DOI or DOJ has agreed to represent that employee or pay for private representation of the employee;

(b) When:

(i) One of the following is a party to the proceeding or has an interest in the proceeding:

(A) DOI or any component of DOI;

(B) Any other Federal agency appearing before the Office of Hearings and Appeals;

(C) Any DOI employee acting in his or her official capacity;

(D) Any DOI employee acting in his or her individual capacity if DOI or DOJ has agreed to represent that employee or pay for private representation of the employee;

(E) The United States, when DOJ determines that DOI is likely to be affected by the proceeding; and

(ii) DOI deems the disclosure to be:

(A) Relevant and necessary to the proceeding; and

(B) Compatible with the purpose for which the records were compiled.

(10) To a congressional office in response to a written inquiry that an individual covered by the system, or the heir of such individual if the covered individual is deceased, has made to the office.

(11) To any criminal, civil, or regulatory law enforcement authority (whether federal, state, territorial, local, tribal or foreign) when a record, either alone or in conjunction with other information, indicates a violation or potential violation of law—criminal, civil, or regulatory in nature, and the disclosure is compatible with the purpose for which the records were compiled.

(12) To an official of another federal agency to provide information needed in the performance of official duties related to reconciling or reconstructing data files or to enable that agency to respond to an inquiry by the individual to whom the record pertains.

(13) To federal, state, territorial, local, tribal, or foreign agencies that have requested information relevant or necessary to the hiring, firing or retention of an employee or contractor, or the issuance of a security clearance, license, contract, grant or other benefit, when the disclosure is compatible with the purpose for which the records were compiled.

(14) To representatives of the National Archives and Records Administration to conduct records management inspections under the authority of 44 U.S.C. 2904 and 2906.

(15) To state and local governments and tribal organizations to provide information needed in response to court order and/or discovery purposes related to litigation, when the disclosure is compatible with the purpose for which the records were compiled.

(16) To an expert, consultant, or contractor (including employees of the contractor) of DOI that performs services requiring access to these records on DOI's behalf to carry out the purposes of the system.

(17) To appropriate agencies, entities, and persons when:

(a) It is suspected or confirmed that the security or confidentiality of information in the system of records has been compromised; and

(b) The Department has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interest, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by the Department or another agency or entity) that rely upon the compromised information; and

(c) The disclosure is made to such agencies, entities and persons who are reasonably necessary to assist in connection with the Department's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm.

(18) To the Office of Management and Budget during the coordination and clearance process in connection with legislative affairs as mandated by OMB Circular A-19.

(19) To the Department of the Treasury to recover debts owed to the United States.

(20) To the news media when the disclosure is compatible with the purpose for which the records were compiled.

#### **DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosures pursuant to 5 U.S.C. 552a(b)(12). Pursuant to 5 U.S.C. 552a(b)(12), disclosures may be made to a consumer reporting agency as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

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

##### **STORAGE:**

Records are maintained in manual, microfilm, microfiche, electronic, imaged and computer printout form. Electronic records are stored on magnetic media at the central computer processing center, the travel charge card vendor bank, and the commercial travel services contractor or relocations services contractor. Original input documents are stored in standard office filing equipment and/or as imaged documents on magnetic media at all locations which prepare and provide input documents and information for data processing.

##### **RETRIEVABILITY:**

Records are retrieved by name, Social Security Number/Employee Identification Number/Taxpayer Identification Number, organizational code, employee code or number (including travel charge card account number), and appropriation or fund to be credited.

##### **SAFEGUARDS:**

FBMS is maintained with controls meeting safeguard requirements identified in Departmental Privacy Act Regulations (43 CFR 2.51) for manual and automated records. Access to records is limited to authorized personnel whose official duties require

such access; agency officials have access only to records pertaining to their agencies.

(1) Physical Security: Paper or micro format records are maintained in locked file cabinets and/or in secured rooms.

(2) Technical Security: Electronic records are maintained in conformity with Office of Management and Budget and Departmental guidelines reflecting the implementation of the Federal Information Security Management Act. Electronic data is protected through user identification, passwords, database permissions and software controls. These security measures establish different degrees of access for different types of users. An audit trail is maintained and reviewed periodically to identify unauthorized access. A Privacy Impact Assessment was completed for the FBMS and is updated at least annually to ensure that Privacy Act requirements and personally identifiable information safeguard requirements are met.

(3) Administrative Security: All DOI and contractor employees with access to FBMS are required to complete Privacy Act, Federal Records Act and Security Awareness training prior to being given access to the system, and on an annual basis, thereafter.

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

While travel records are generally retained and disposed of in accordance with General Records Schedule No. 9, Item No. 3, a new records schedule for the FBMS is in process in the Office of the Secretary.

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

(1) The following co-system owners have overall responsibility for the Financial and Business Management System:

(a) Director, Office of Acquisition and Property Management, U.S. Department of the Interior, Office of the Secretary, 1849 C Street, NW., MS-2607 MIB, Washington, DC 20240; and

(b) Director, Office of Financial Management, U.S. Department of the Interior, Office of the Secretary, 1849 C Street, NW., MS-2557, Washington, DC 20240.

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(3) The following Department of the Interior bureau/office system managers

have responsibility for the data input into and maintained on the Financial and Business Management System by or for their respective bureaus/offices:

(a) Chief, Division of Financial Management, Office of Surface Mining Reclamation and Enforcement, P.O. Box 25065, Denver Federal Center, Building 25, Room 1501, Denver, CO 80225-0065.

(b) Chief, Finance Division, Minerals Management Service, Mail Stop 2310, 381 Elden Street, Herndon, VA 20170-4817.

(c) Chief, Division of Financial Management, U.S. Fish and Wildlife Service, Mail Stop 7029-43, 4401 North Fairfax Drive, Arlington, VA, 22203.

(d) Chief, Office of Financial Management, Indian Affairs, Ely S. Parker Building, 2051 Mercator Drive, Reston, VA 20191.

(e) Finance Officer, Bureau of Land Management, Building 50, Denver Federal Center, P.O. Box 25047, Denver, CO 80225.

(f) Manager, Finance and Accounting Division, Bureau of Reclamation, P.O. Box 25007, DFC Attn: 84-27700, Denver, CO 80225-0007.

(g) Finance Officer, Office of Financial Management, Office of the Secretary, 1849 C Street, NW., MS-2557 MIB, Washington, DC 20240.

(h) Manager, Accounting Operations Center, National Park Service, 13461 Sunrise Valley Drive, 2nd Floor, Herndon, VA 20171.

(i) U.S. Geological Survey, Office of Accounting and Financial Management, Mail Stop 270, 12201 Sunrise Valley Drive, Reston, VA 20192.

(j) Chief, Accounting Operations Division, National Business Center, 7301 West Mansfield Avenue, Mail Stop D-2770, Denver, CO 80235-2230.

#### NOTIFICATION PROCEDURES:

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An individual requesting amendment of a record maintained on himself or

herself should address his/her request to the appropriate bureau/office System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

#### RECORD SOURCE CATEGORIES:

Individual travelers on whom the records are maintained; supervisors of such individuals; employing offices; integrated travel charge card agency/organization program coordinators; commercial travel service contractors and relocation service contractors; and standard travel, finance and accounting documents.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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## DEPARTMENT OF THE INTERIOR

### Office of the Secretary

#### Privacy Act of 1974; Amendment of Existing System of Records

**AGENCY:** Office of the Secretary.

**ACTION:** Proposed amendment of existing Privacy Act system of records.

**SUMMARY:** In accordance with the Privacy Act of 1974 (5 U.S.C. 552a), the Office of the Secretary of the Department of the Interior is issuing public notice of its intent to amend an existing Privacy Act system of records notice, Interior, OS-86, "Accounts Receivable." The changes will update the name of the system, system location, categories of individuals covered by the system, categories of records in the system, routine use of records, storage and safeguard requirements, retrievability of records, and system managers(s) and addresses.

**DATES:** Comments must be received by September 8, 2008.

**ADDRESSES:** Any persons interested in commenting on these proposed amendments to an existing system of records may do so by submitting comments in writing to the Office of the Secretary Acting Privacy Act Officer, Linda Thomas, U.S. Department of the Interior, MS-116 SIB, 1951 Constitution Avenue, NW., Washington, DC 20240, or by e-mail to [Linda\\_Thomas@nbc.gov](mailto:Linda_Thomas@nbc.gov).

#### FOR FURTHER INFORMATION CONTACT:

Office of the Secretary Acting Privacy Act Officer, Linda Thomas, U.S. Department of the Interior, MS-116 SIB, 1951 Constitution Avenue, NW., Washington, DC 20240, or by e-mail to [Linda\\_Thomas@nbc.gov](mailto:Linda_Thomas@nbc.gov).

**SUPPLEMENTARY INFORMATION:** The Office of the Secretary is proposing to amend an existing Privacy Act system of records notice, Interior, OS-86, "Accounts Receivable," because the Department of the Interior (DOI) is in the process of replacing the electronic system used by the Office of the Secretary to manage the process of billing customers and debtors for amounts owed with the Financial and Business Management System (FBMS). In the process, it is expanding the coverage of the system to include all of DOI's component bureaus and offices and renaming the system notice DOI-86, "Accounts Receivable: FBMS."

FBMS will provide the Department of the Interior with standard business practices supported by a single, integrated finance and administrative system for all bureaus; it will help DOI manage a variety of business functions, including the collection of debts. FBMS takes a comprehensive approach to improving the current business functions in its core systems by replacing DOI's current computer systems with modern software. The combination of standardized business practices and enhanced computer system functionality will enable DOI's bureaus and offices to improve service to their customers and to operate more efficiently. Benefits gained from implementing this suite of applications will include the ability to access and share real-time, accurate business information; to support effective business decisions for mission delivery; to issue accurate financial reports and analysis of managerial data; to support timely decision-making in the field; to free-up more time for mission-focused activities; to focus on value-added analysis rather than data gathering; and to eliminate redundant administrative tasks and multiple login screens.

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Towards that end, these amendments will be effective as proposed at the end of the comment period unless comments are received which would require a contrary determination. The Department will publish a revised notice if changes