

DEPARTMENT OF THE INTERIOR

INTERIOR/AAS--97

System name: Pilot Flight Time Report--Interior, Office of the Secretary.

System location: (1) National Headquarters, Office of Aircraft Services, Division of Technical Services, 3905 Vista Avenue, Boise, Idaho, 83705. (2) Regional Office--Regional Director, Office of Aircraft Services, 4343 Aircraft Drive, Anchorage, Alaska 99503.

Categories of individuals covered by the system: Professional, dual-function and incidental pilots employed by Interior Bureaus/Offices.

Categories of records in the system: The system contains information relative to certificates, qualifications, experience levels, currency and proficiency.

Authority for maintenance of the system: 5 USC 301, Reorganization Plan 3 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The primary use of the record is to determine pilot qualifications and to monitor compliance with OAS directives and Federal Aviation Regulations. Disclosure outside the Department of the Interior may be made, (1) to the U.S. Department of Justice when related to litigation or anticipated litigation, (2) of information indicating a violation or potential violation of a statute, regulation, rule, order or license, to appropriate Federal, State, local or foreign agencies responsible for investigating or prosecuting the violation or for enforcing or implementing the statute, rule, regulation, order or license, (3) to a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, pilot qualification card, grant or other benefit, (4) to Federal, State, local agencies or commercial business where necessary to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, license, pilot qualification card, grant or other benefit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Manual and automated.

Retrievability: Indexed Social Security Account Number, Name, Agency and Location.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access.

Retention and disposal: According to approved records disposal schedules.

System manager(s) and address: (1) National Headquarters--Chief, Technical Services Division, Office of Aircraft Services, 3905 Vista Avenue, Boise, Idaho, 83705. (2) Regional Office--Regional Director, Office of Aircraft Services, 4343 Aircraft Drive, Anchorage, Alaska, 99503.

Notification procedure: Inquiries regarding the existence of records shall be addressed to the appropriate System Manager. A written, signed request stating that the requester seeks information concerning records pertaining to him is required. See 43 CFR 2.60.

Record access procedures: A request for access shall be addressed to the appropriate System Manager. The request must be in writing and

be signed by the requester. The request must meet the content requirements of 43 CFR 2.63.

Contesting record procedures: A petition for amendment shall be addressed to the appropriate System Manager and must meet the content requirements of 43 CFR 2.71.

Record source categories: Information in this system comes from the individual to whom it applies and from OAS records.