

DEPARTMENT OF THE INTERIOR

INTERIOR/DOI-07

System name:

Federal and Non-Federal Aviation Personnel, Equipment, and Mishap Information System--Interior, DOI-07.

System location:

- (1) National Headquarters: Office of Aircraft Services, Office of the Director, Aviation Safety Office, 2350 West Robinson Road, Boise, Idaho 83705-5355.
- (2) Office of Aircraft Services, Division of Technical Services, 2350 West Robinson Road, Boise, Idaho 83705-5355.
- (3) Office of Aircraft Services, Alaska Regional Office, 4343 Aircraft Drive, Anchorage, Alaska 99502.
- (4) Office of Aircraft Services, Northwest Area Office, 2741 Airport Way, Boise, Idaho 83705.
- (5) Office of Aircraft Services, Southwest Area Office, One West Deer Valley Road, Suite 115, Phoenix, Arizona 85027.
- (6) Office of Aircraft Services, East Area Office, 1954 Airport Road, Suite 101, Chamblee, Georgia 30341.

Categories of individuals covered by the system:

- (1) Professional, dual-function and incidental pilots, air crews, mechanics and ground personnel employed by Interior bureaus;
- (2) Pilots, aircrews, mechanics, and ground personnel of commercial operators utilized by Interior bureaus;
- (3) Pilots, aircrews, mechanics, and ground personnel of cooperating government agencies, organizations and private individuals.

Categories of records in the system:

The system contains information relative to certificates, qualifications, experience levels, training and proficiency, and performance of individuals. Identifying information pertaining to individuals includes name, birth date, and social security number or FAA certificate number. The system also contains aviation mishap data pertaining to accidents, incidents, aviation hazards and maintenance deficiencies. This information includes accident summary, accident and other mishap reports, type of mishap, and pilot, crew member, and mechanic certificate number.

Authority for maintenance of the system:

5 U.S.C. 301, Reorganization Plan 3 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosures within the Department of the Interior may be made to employees of the Department: (1) To determine aircraft/crew/mechanic/ground personnel qualifications to comply with Office of Aircraft Services procedures and directives; (2) To perform aircraft mishap trend analysis and develop statistical data for use in the Interior Aircraft Accident Prevention Program.

Disclosures outside the Department of the Interior may be made: (1) To the U.S. Department of Justice or in a proceeding before a court or adjudicative body when (a) the United States, the Department of the Interior, a component of the Department, or, when represented by the government, an employee of the Department is a party to litigation or anticipated litigation or has an interest in such litigation, and (b) the Department of the Interior determines that the disclosure is relevant or necessary to the litigation and is compatible with the

purpose for which the records were compiled; (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 that has requested information necessary or relevant to the hiring, firing, or retention of an employee, or the issuance of a security clearance, contract, license, pilot qualification card, grant or other benefit, but only to the extent that the information disclosed is relevant and necessary to the requesting agency's decision on the matter; (4) To Federal, State, and local agencies, or to commercial businesses 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, contract, grant, or other benefit; and (5) To a congressional office from the record of an individual in response to an inquiry the individual has made to the congressional office.

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

Storage:

Records are maintained manually, in file folders or on microfiche film, or electronically, in computer files.

Retrievability:

(1) Records on Interior employees are indexed by agency, location, name, FAA certificate number, social security number, duty classification, type of mishap, accident summary and date of birth; (2) Records on commercial operator personnel are indexed by name, FAA certificate number, social security number, type of mishap, accident summary, and date of birth; (3) Records on cooperating government agencies, organizations, and private individuals are indexed by agency, location, name, FAA certificate number, social security number, type of mishap, accident summary and date of birth.

Safeguards:

Access to records is limited to Departmental employees who have an official need to use the records in the performance of their duties. When not in use by authorized personnel, paper and microfiche records are stored in locked file cabinets or in secured rooms. Electronically stored records are protected from unauthorized access through use of access codes, entry logs, and other system-based protection methods.

Retention and disposal:

Records in this system are retained for seven (7) years and then destroyed.

System manager(s) and address:

(1) National Headquarters: Director, Aviation Safety Office, Office of Aircraft Services, 2350 West Robinson Road, Boise, Idaho 83705-5355.
(2) Chief, Division of Technical Services, Office of Aircraft Services, 2350 West Robinson Road, Boise, Idaho 83705-5355.
(3) Regional Director, Alaska Regional Office, Office of Aircraft Services, 4343 Aircraft Drive, Anchorage, Alaska 99502.
(4) Area Director, Northwest Area Office, Office of Aircraft Services, 2741 Airport Way, Boise, Idaho 83705.
(5) Area Director, Southwest Area Office, Office of Aircraft Services, One West Deer Valley Road, Suite 115, Phoenix, Arizona 85027.
(6) Area Director, East Area Office, Office of Aircraft Services, 1954 Airport Road, Suite 101, Chamblee, Georgia 30341.

Notification procedure:

A request for notification of the existence of records shall be

addressed to the appropriate System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.60.

Record access procedures:

A request for access to records shall be addressed to the appropriate System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.63.

Contesting record procedures:

A request for amendment of a record shall be addressed to the appropriate System Manager. The request shall be in writing, signed by the requester, and comply with the content requirements of 43 CFR 2.71.

Record source categories:

Information in this system is received from Federal and non-Federal mishap investigators, pilots, aircrews, mechanics, and ground personnel of Federal, State and local agencies; commercial operators utilized by Interior bureaus; and various cooperating agencies, organizations, and private individuals; and Safety/Technical representatives of the Office of Aircraft Services.