

System Name:

Official Passports.

System Location(s):

National Science Foundation, Professional Travel Corporation (NSF Contractor) Room 275,
4201 Wilson Boulevard, Arlington VA 22230.

Categories of Individuals Covered by the System:

Current NSF employees, consultants and invited guests.

Categories of Records in the System:

Date and place of birth, nationality, next of kin, height, color of hair and eyes, and photograph.

Authority for Maintenance of the System:

42 U.S.C. 1870; 44 U.S.C. 3101.

Purpose(s):

To support official international visits by NSF staff, consultants and visitors.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:

Information from this system may be disclosed to:

1. Embassy for purpose of issuing visas.
2. The State Department for disposition when the passport expires or the employee leaves the Foundation.
3. Another Federal agency, a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is a party to the judicial or administration proceeding.
4. The Department of Justice, to the extent disclosure is compatible with the purpose for which the record was collected, and is relevant and necessary to litigation or anticipated litigation, in which one of the following is a party or has an interest: (a) NSF or of its components; (b) and

NSF employee in his/her official capacity; (c) an NSF employee is his/her individual capacity when the Department of Justice is Representing or considering representing the employee; or (d) the United States, when NSF determines that litigation is likely the Agency.

5. Representatives of the General Services Administration and the National Archives and Records Administration who are conducting records management inspections under the authority of 44 U.S.C. 2904 and 2906.

Policies and Practice for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Records are maintained in file folders and on diskettes and/or magnetic tapes.

Retrievability:

Alphabetically by last name.

Safeguards:

NSF employs security guards. Building is locked during non-business hours when guard is not on duty. Room in which records are kept is locked during non-business hours. Passports are kept in locked filing cabinet.

Retention and Disposal:

Passports expire after five years and are then sent to the State Department for disposition. Should employee retire or leave the Foundation before passport expiration, the passport are, passports are returned to the State Department for proper disposition.

System Manager(s) and Address(es):

Director, Division of Financial Management, Nation Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

Notification Procedure:

The NSF Privacy Act Officer should be notified in accordance with procedures found at 45 CFR part 613.

Record Access Procedures:

See "Notification" above.

Contesting Record Procedures:

See "Notification" above.

Record Source Categories:

Information is received from individual.

Systems Exempted from Certain Provisions of the Act:

None.