

System Name:

Frequent Traveler Profile.

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:

National Science Foundation frequent travelers.

Categories of Records in the System:

Home telephone numbers, credit card information, special accommodation requirements, passport numbers and issue dates, and travel preference information, including frequent flyer numbers.

Authority for Maintenance of the System:

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

Purpose(s):

To assist travelers in their travel arrangements.

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. Airlines for contacting traveler after hours or on weekends when there are schedule changes.
2. Airlines and hotels for meeting special requirements (wheelchair, etc.)
3. Credit card information will be given to hotels to guarantee room reservations, when approved by traveler.
4. 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 administrative proceeding.

5. 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 any of its components; (b) an NSF employee in his/her official capacity; (c) an NSF employee in 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 to affect the Agency.

6. Contractors, grantees, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, or other arrangement with or for the Federal government, as necessary to carry out their duties.

7. 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 contractor file folders. Also maintained on computer files.

Retrievability:

Records are filed alphabetically by last name.

Safeguards:

NSF employs security guards. Building is locked during non-business hours when the guard is not on duty. Rooms in which records are kept are locked during non-business hours.

Retention and Disposal:

Profiles are destroyed when employees retire or leave the Foundation.

System Manager(s) and Address(es):

Director, Division of Administrative Services, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

Notification Procedure:

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

Record Access Procedures:

See "Notification Procedures" above.

Contesting Record Procedures:

See "Notification Procedures" above.

Record Source Categories:

Information is received from individuals.

Systems Exempted from Certain Provisions of the Act:

None.