

NSF -60

System Name:

Antarctica Service Medals.

System Location(s):

Office of Polar Programs, National Science Foundation, 4201 Wilson Boulevard, Room 755-S, Arlington, VA 22230.

Categories of Individuals Covered by the System:

Civilian science and support personnel, including NSF employees and special participants, who were members of a U.S. Government sponsored expedition to Antarctica.

Categories of Records in the System:

Records include names, addresses, social security numbers, organization codes, length of deployment to the Antarctic, zip codes, station codes, number of winter-overs and status of award. The records are kept for the purpose of awarding Antarctica Service Medals to those who meet the eligibility requirements.

Authority for Maintenance of the System:

16 U.S.C. 2401, et seq., 42 U.S.C. 1870, 44 U.S.C. 3101.

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) Federal agencies; academic institutions, contracting organizations whose employees are participants in the USAP program to provide information concerning status and eligibility requirements;
- (2) Contractors and their employees performing duties on behalf of NSF; Federal, state or local agencies, or foreign governments, when disclosure is necessary to obtain records in connection with an investigation of the Office of Polar Programs;
- (3) The Department of Justice or the Office of Management and Budget for consultation in processing Freedom of Information or Privacy Act requests; and

(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 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.

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

Storage:

Records are maintained in a computerized database and stored on a computer hard drive.

Retrievability:

The records are retrieved from the database by the name of the subject or by the individual's social security number.

Safeguards:

Access to records is limited to those persons with a need to know. Records are kept in a locked building, with security card access.

Retention and Disposal:

The files are kept indefinitely, pending adoption of a record retention schedule.

System Manager(s) and Address(es):

Section Head, Antarctic Sciences Section, Office of Polar Programs 4201 Wilson Boulevard, Arlington, VA 22230.

Notification Procedure:

To determine whether this system of records contains a record pertaining to the requesting individual, contact the NSF Privacy Act Officer, in accordance with procedures found at 45 CFR part 613.

Record Access Procedures:

See "Notification procedure" above.

Contesting Record Procedures:

See "Notification procedure" above.

Record Source Categories:

Information in these records is obtained from personnel Tracking System reports generated by the Program's primary civilian support contractor, and other federal agencies.

Systems Exempted from Certain Provisions of the Act:

None.