

DEFENSE CONTRACT MANAGEMENT AGENCY

PDCMA 1 DoD

SYSTEM NAME:

Contractor's Flight and Ground Operations (May 25, 2007, 72 FR 29307)

SYSTEM LOCATION:

All Defense Contract Management Agency (DCMA) activities that approve contractor aircraft flight and ground operations procedures or utilize contractor personnel who operate aircraft for the government. Contact HQ DCMA-AO, 6350 Walker Lane, Alexandria, VA. 22310-3241 for a list of current system locations.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Civilian personnel who are contractors that operates aircraft for the Defense Contract Management Agency for which the government assumes some risk of loss or damage. It covers both flight crewmember and non-crewmember personnel designated by a contractor to conduct flights, perform functions while the aircraft is in flight, or perform ground operations in support of such flights.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name, Social Security Number (SSN), home address and telephone number, date of birth, security clearance data, education, military service data, flight qualification, proficiency, training, and experience records, standardization and evaluation data, safety and mishap records, medical and physiological data, and similar data.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

10 U.S.C. 136, Assistant Secretaries of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force; DCMA Instruction 8210.1, ARJI 10-220, AR 95-20, NAVAIRINST 3710.1E, Contractor's Flight and Ground Operations; and E.O. 9397 (SSN).

PURPOSE(S):

Used to monitor and manage individual contractor flight and ground personnel records.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

To the Federal Aviation Agency or the appropriate civil aviation authority or foreign military department in the course of certifying individuals, investigative flight mishaps, and conducting rescue operations.

The DoD Blanket Routine Uses published at the beginning of the DoD compilation of systems of records notices apply to this system.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper records in file folders and electronic storage media.

RETRIEVABILITY:

Individual's name and/or Social Security Number (SSN).

SAFEGUARDS:

Records are accessed by custodian of the records or by persons responsible for servicing the record system in performance of their actual duties that are properly screened and cleared for need-to-know. Records are stored in locked cabinets and rooms are controlled by personnel screening and computer software.

RETENTION AND DISPOSAL:

Records are maintained in the system until contract termination, at which time they will be destroyed if no longer needed.

SYSTEM MANAGER(S) AND ADDRESS:

HQ, Defense Contract Management Agency, Policy and Training Director, DCMA-AO, 6350 Walker Lane, Alexandria, VA 22310-3241.

NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the Privacy Act Officer, DCMA-DSE, 6350 Walker Lane, Alexandria, VA 22310-3241.

Requests should contain individual's name and Social Security Number (SSN).

RECORD ACCESS PROCEDURES:

Individuals seeking access to information about themselves contained in this system should address written inquiries to Combined Information Data Exchange (CIDNE), Program Manager, AFRL, 26 Electronic Parkway, Rome, New York 13441-4514.

Written requests must include individuals full name, Social Security Number (SSN), date of incident, Branch of Service, unit and must be signed.

For personal visits, the individual may be asked to show a valid identification card, a drivers' license, or some similar proof of identity.

CONTESTING RECORD PROCEDURES:

The Defense Contract Management Agency rules for accessing records, for contesting contents, and for appealing initial agency determination can be obtained from the Privacy Act Officer, DCMA-AO, 6350 Walker Lane, Alexandria, VA 22310-3241.

RECORD SOURCE CATEGORIES:

Information is provided by the individual or from training, evaluation, and examination records.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.