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TITLE: PR-MISC. (91-4) - 56FR50735 - PRIVACY ACT OF 1974;
ESTABLISHMENT OF A NEW SYSTEM OF RECORDS

CASE REFERENCE: PR-MISC. (91-4)
56FR50735

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RULE NAME: PRIVACY ACT OF 1974; ESTABLISHMENT OF A NEW SYSTEM OF RECORDS

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PRESS PAGE DOWN OR ENTER TO SEE RULE HISTORY OR STAFF CONTACT

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PART AFFECTED: PR-MISC. (91-4)

RULE TITLE: PRIVACY ACT OF 1974; ESTABLISHMENT OF A NEW SYSTEM OF RECORDS

PROPOSED RULE	PROPOSED RULE	DATE PROPOSED RULE
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FINAL RULE	FINAL RULE	DATE FINAL RULE
SECY PAPER:	SRM DATE: / /	SIGNED BY SECRETARY: / /

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DOCKET NUMBER
PROPOSED RULE **PR** MISC. (91-4)
(56 FR 50735)

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USNRC

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NUCLEAR REGULATORY COMMISSION

OFFICE OF SECRETARY
DOCKETING & SERVICE
BRANCH

Privacy Act of 1974; Establishment of a New System of Records

AGENCY: Nuclear Regulatory Commission.

ACTION: Establishment of a new system of records.

SUMMARY: The Nuclear Regulatory Commission (NRC) is proposing to establish a new system of records, entitled NRC-26, "Administrative Services Files," in order to track appropriated funds used to subsidize the public transportation costs of NRC employees. The use of appropriated funds for this program is permitted under new authority provided by Section 629(a) of Public Law 101-509 that allows Federal agencies to participate in a State or local program that encourages employees to use public transportation. It is anticipated that use of public transportation by NRC employees will result in lighter traffic patterns in the vicinity of the NRC's headquarters buildings located in Montgomery County, Maryland.

DATES: The system of records will take effect without further notice on (30 days after publication in the Federal Register), unless comments received on or before that date cause a contrary decision. If, based on NRC's review of comments received, changes are made, NRC will publish a new final notice.

ADDRESSES: Send comments to the Secretary, U.S. Nuclear Regulatory Commission, Washington, DC 20555, Attention: Docketing and Service Branch. Comments may be hand-delivered to the Gelman Building, 2120 L Street NW. (Lower Level), Washington, DC, between 7:45 a.m. and 4:15 p.m.

FOR FURTHER INFORMATION CONTACT: Donnie H. Grimsley, Director, Division of Freedom of Information and Publications Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555, Telephone: 301-492-7211.

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SUPPLEMENTARY INFORMATION: This new system of records will be used by the NRC's Office of Administration to manage the NRC FULL SHARE program that includes the receipt and distribution of employee applications, monitoring the \$21.00 monthly de minimis fringe benefit provided to employees, and coordinating the fare media (MARC rail tickets, METRO rail tickets, METRO bus tickets, and Ride-On passes) to be purchased by employees through the Energy Federal Credit Union (EFCU).

The records in this system of records will include employee applications for FULL SHARE media. This application includes the employee's name, home address, NRC badge number, commuting schedule, and mass transit system(s) used by the employee. Other records in this system of records will include reports from the EFCU on employee purchases of subsidized mass transit tickets and reports from the NRC's Division of Accounting and Finance, Office of the Controller, on use of appropriated funds to subsidize the purchase of fare media.

A report of this system of records, required by 5 U.S.C. 552a(r), as implemented by OMB Circular A-130, has been sent to the Chairman, Committee on Government Operations, U.S. House of Representatives; the Chairman, Committee on Governmental Affairs, U.S. Senate; and the Office of Management and Budget.

1. The following new system of records, NRC-26, Administrative Services Files, is being proposed for adoption by the NRC.

NRC-26

SYSTEM NAME: Administrative Services Files--NRC

SYSTEM LOCATION: Primary system: Office of Administration, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

Duplicate system: A duplicate system exists, in whole or in part, at the Energy Federal Credit Union, One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM: NRC Federal Government employees who apply for subsidized mass transit costs.

CATEGORIES OF RECORDS IN THE SYSTEM: The records consist of employee applications to participate in the NRC FULL SHARE program. This application includes the employee applicant's name, home address, duty station, duty telephone number, badge number, and information regarding employee's commuting schedule and mass transit system(s) used. Other records in the system include reports from the Energy Federal Credit Union on employee purchases of subsidized mass transit tickets, as well as reports from the NRC's Division of Accounting and Finance on the use of subsidized funds for the NRC FULL SHARE program.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM: Section 629(a) of Pub. L. 101-159, 104 Statute 1478 (1990).

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES: Information in these records may be used:

- a. To report to the Internal Revenue Service the amount of Government funds used by a Government employee that exceeds \$21.00 per month;
- b. To provide an electronic authorization to the Energy Federal Credit Union to sell Federal subsidized mass transit tickets to employees;
- c. To provide statistical reports to the city, county, State, and Federal Government agencies;
- d. For the routine uses specified in paragraph numbers 1, 4, 5, and 6 in the Prefatory Statement.

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

STORAGE: Maintained on paper in file folders and on computer disk.

RETRIEVABILITY: Indexed by name of employee and NRC badge number.

SAFEGUARDS: Paper records and backup floppy disks are maintained in locked file cabinets under visual control of employees of the Administrative Services Center. Computer files are maintained on a hard drive, access to which is protected by a password. Access to and use of these records is limited to those

persons whose official duties require access and Energy Federal Credit Union employees who need authorization to sell federally-subsidized, mass transit tickets.

RETENTION AND DISPOSAL: Records are retained for one year following the last month of an employee's participation in the subsidized mass transit fare program. Paper copies are destroyed by shredding. Computer files are destroyed by deleting the record from the file.

SYSTEM MANAGER(S) AND ADDRESS: Chief, Administrative Services Center, Division of Contracts and Property Management, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555.

NOTIFICATION PROCEDURE: Director, Division of Freedom of Information and Publications Services, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555.

RECORD ACCESS PROCEDURES: Same as "Notification Procedure."

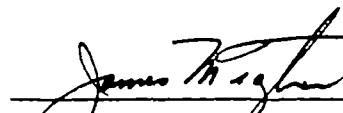
CONTESTING RECORD PROCEDURES: Same as "Notification Procedure."

RECORD SOURCE CATEGORIES: Applications submitted by NRC employees and reports from the Energy Federal Credit Union and the NRC Division of Accounting and Finance.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT: None.

Dated at Rockville, Maryland, this 24th day of September, 1991.

For the Nuclear Regulatory Commission.



James M. Taylor,
Executive Director for Operations.

NARRATIVE STATEMENT

The Nuclear Regulatory Commission is proposing to establish a Privacy Act System of Records: NRC-26, "Administrative Services Files--NRC."

1. Purpose

The new system of records is being established to track appropriated funds used to subsidize public transportation costs by NRC employees under new authority provided by Section 629(a) of Public Law 101-509 that allows Federal agencies to participate in a State or local program that encourages employees to use public transportation. This system will be used by the NRC's Office of Administration to manage the NRC FULL SHARE program. This program includes the receipt and distribution of employee applications, monitoring the \$21.00 monthly de minimis fringe benefit provided to employees, and coordinating the fare media (MARC rail tickets, METRO rail tickets, METRO bus tickets, and Ride-On passes) to be purchased through the Energy Federal Credit Union (EFCU).

2. Authority

Section 629(a) of Public Law 101-509, 104 Statute 1478 (1990).

3. Potential effects on privacy of individual

The establishment of this system of records will affect only the privacy of those individuals who purchase subsidized mass transit tickets under the NRC FULL SHARE program.

4. Relationship to other branches of the Federal Government

None.

5. Protection of the information

Paper records and backup floppy disks are maintained in locked file cabinets under the visual control of employees of the NRC's Administrative Services Center. Computer files are maintained on a hard drive, access to which is protected by a password. Access to and use of these records is limited to those persons whose official duties require access, as well as Energy Federal Credit Union employees who need authorization to sell federally-subsidized, mass transit tickets.

6. Compatibility with (a)(7) of the Act

Each routine use described in the Federal Register notice supports the objective of the program. This objective is to ensure that NRC employees who purchase federally-subsidized mass transit tickets who exceed the de minimis monthly limit of \$21.00 notify the NRC's Office of the Controller to ensure that these funds are accounted as taxable earned income to the affected employee.

7. OMB control numbers

None.