

System Name:

Personnel Tracking System (Antarctic).

System Location(s):

Antarctic Support Associates, 61 Inverness Drive East, Suite 300, Englewood, CO 80112.

Categories of Individuals Covered by the System:

Individuals seeking entry to Antarctica under the auspices of the United States Antarctic Program.

Categories of Records in the System:

Records include documents related to the individual's deployment and/or redeployment to the Antarctic, including but not limited to home and business addresses, telephone numbers, passport and social security numbers, clothing sizes, emergency contact information, and medical and dental information. Records also include logistical and administrative information concerning Antarctic deployment and redeployment.

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) Office of Polar Programs civilian contractors and their subcontractors in connection with their responsibilities for coordinating the administrative processing and tracking of persons deploying to Antarctica. These responsibilities include proper outfitting for deployment, facilitating medical clearances, coordinating cargo handling and tracking, and maintaining emergency contacts:

(2) Naval Support Force Antarctica (NSFA) and Air National Guard medical personnel to track medical clearances;

(3) Family members, or other persons designated by the deploying or deployed individual, in instances of emergency;

(4) Other Federal agencies providing transport, search and rescue, and other logistical assistance to and from Antarctica. This will include manifest information for captains or pilots transporting U.S. Citizens to and from Antarctica (such as names, Social Security numbers, and other deployment information);

(5) Other Federal agencies when the records are relevant to an agency decision with regard to disciplinary or other administrative actions concerning an employee;

(6) Academic or other organizations when the records are relevant to an organizational decision with regard to disciplinary or other administrative action concerning an employee;

(7) The Department of Justice or the Office of Management and Budget for consultation in processing Freedom of Information or Privacy Act requests;

(8) 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.

(9) Federal, state, or local agencies, or foreign governments, when disclosure is necessary to obtain records in connection with an investigation by the NSF; and

(10) Representatives of the New Zealand government or other foreign governments when deployment involves travel through, or use of, New Zealand or other foreign government facilities, and the information is necessary to ensure safe and efficient deployment.

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

Storage:

Records are stored in an electronic database.

Retrievability:

The records are retrieved by name, social security number, or by other unique identifiers.

Safeguards:

Access to records are limited to those persons with a need to know. The records are maintained in a database that is password protected.

Retention and Disposal:

The records are destroyed approximately eight years after the individual's last Antarctica deployment.

System Manager(s) and Address(es):

Section Head, Polar Research Support Section, Office of Polar Program, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

Notification Procedure:

To determine whether this system of records contains records 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 individuals seeking deployment to Antarctica, NSF employees, contractors, and uniformed service employees.

Systems Exempted from Certain Provisions of the Act:

None