

NSF -61

System Name:

Diving Safety Records (Polar Regions).

System Location(s):

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

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

Categories of Individuals Covered by the System:

Individuals who have submitted proposals to perform scientific diving in the polar regions, when support is provided by the Office of Polar Programs.

Categories of Records in the System:

All documents and correspondence related to the individual's request to do scientific diving in the polar regions.

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) The Diving Safety Officer (DSO) of the institution where the researcher originated;
- (2) The NSF Diving Safety Officer when the officer requires such information in the conduct of his duties for the Office of Polar Programs (OPP);
- (3) The University of California, San Diego, where the divers go for certification and training;
- (4) OPP's civilian support contractors and their subcontractors in connection with their responsibilities for safe diving procedures;
- (5) The Principal Investigator responsible for individual divers;

- (6) The members of the United States Antarctic Program (USAP) Diving Control Board when the members require such information in the conduct of their duties;
- (7) Academic institutions or other organizations involved in compliance with OPP and United States policies on scientific diving;
- (8) Other Federal agencies when the records are relevant to an agency decision with regard to disciplinary or other administrative action concerning their employee(s);
- (9) Academic or other organizations when the records are relevant to an organizational decision with regard to disciplinary or other administrative action concerning their employee(s)
- (10) The Department of Justice or the Office of Management and Budget for consultation in processing Freedom of Information or Privacy Act requests;
- (11) 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.
- (12) Federal, state or local agencies, or foreign governments, when disclosure is necessary to obtain records in connection with an investigation by the NSF.
- (13) Other Federal agencies such as Department of Defense or U.S. Secret Service whose facilities and assistance may be sought in training individuals to dive in the polar regions, or who are involved in enforcing or implementing USAP and United States policies on scientific diving.

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

Storage:

Some of the records are maintained in paper format in file folders and are kept in file cabinets; other records are kept electronically.

Retrievability:

The records are retrieved by the last name of the individuals diver or by a unique control number assigned to each Principal Investigator's scientific project.

Safeguards:

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

Retention and Disposal:

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

System Manager(s) and Address(es):

Section Head, Polar Research Support Section, Office of Polar Programs, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230. Point of contact: Safety and Health Officer, Office of Polar Programs.

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 the proposal for divers, NSF staff and NSF records, from contractors performing duties for the USAP; from other federal agencies; and from institution diving safety officers.

Systems Exempted from Certain Provisions of the Act:

None.