

**N04650-1**

**System name:**

Passenger Transportation System (March 7, 2002, 67 FR 10392).

**System location:**

All Personnel Support Activity Detachments (PSA Dets) and Navy Passenger Transportation Offices Worldwide and Naval Support Activity, Bahrain. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

**Categories of individuals covered by the system:**

Navy military personnel (active and retired), civilian employees of the Navy, dependents, Midshipmen, and other individuals authorized through Navy commands to travel at Government expense.

**Categories of records in the system:**

Applications for travel and, where applicable, for passports and visas; requests for exceptions of policies/procedures involving travel entitlements/eligibilities; supporting documents; correspondence, and approvals/disapprovals relating to the above records; travel arrangements in response to above applications.

**Authority for maintenance of the system:**

5 U.S.C. 5702 et seq. Travel, Transportation and Subsistence; 10 U.S.C. 2631-2635 and Chapter 7; 37 U.S.C. 404, Travel and Transportation Allowances-General; and E.O. 9397 (SSN).

**Purpose(s):**

To provide official travel services; determine eligibility for transportation; to authorize or deny transportation; and otherwise manage the Navy-wide passenger transportation system. For audit or research purposes to obtain background information/data.

**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, these records or information 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 officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.

To Foreign embassies, legations, and consular offices--to determine eligibility for visas to respective countries, if visa is required.

To Commercial Carriers providing transportation to individuals whose applications are processed through this system of records.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's 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:**

Automated records may be stored on magnetic tapes/disks. Manual records in file folders or file-card boxes, and microfiche or microfilm.

**Retrievability:**

Automated records may be retrieved by Social Security Number and/or name. Manual records are normally filed alphabetically by name of applicant, month, and fiscal

year; applications for dependents travel are filed under name of sponsor.

**Safeguards:**

Manual records are maintained in file cabinets under the control of authorized personnel during working hours. The office space in which the file cabinets are located is locked outside of official working hours. Computer terminals are located in supervised areas. Computer terminals are controlled by password or other user code system.

**Retention and disposal:**

Records are retained for three years and then destroyed.

**System manager(s) and address:**

Policy Official: Chief of Naval Operations (N413), 2000 Navy Pentagon, Washington, DC 20350-2000.

Record Holder: Personnel Support Activity Detachments and Navy Passenger Transportation Offices Worldwide and Naval Support Activity, Bahrain. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

**Notification procedure:**

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the local activity where the request for transportation was initiated. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices.

The letter should contain date and location of travel, full name, address, and signature of the requester.

**Record access procedures:**

Individuals seeking access to information about themselves contained in this system should address written inquiries to the local activity where the request for transportation was initiated. Official mailing addresses are published as

an appendix to the Navy's compilation of systems of records notices.

The letter should contain date and location of travel, full name, address and signature of the requester.

**Contesting record procedures:**

The Navy's rules for accessing records, and for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

**Record source categories:**

Individual; member's service record/civilian personnel file; officials and employees of the Department of the Navy, Department of Defense, State Department; and other agencies of the Executive Branch and components thereof; foreign embassies, legations, and consular offices reporting approval/disapproval of visas; and carriers reporting on provision of transportation.

**Exemptions claimed for the system:**

None.

System manager (s) and address:

Delete entry and replace with: "

Notification procedure:

Delete paragraph one and replace with: "Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the local activity where the request for transportation was initiated, and/or to intermediate activities (if applicable). Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices."

Record access procedures:

Delete paragraph one and replace with "Individuals seeking access to information about themselves contained in this system should address written inquiries to local activity where the request for transportation was initiated, and/or to intermediate activities (if applicable). Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices."

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