

USDA/FS-43

System Name: Emergency Fire Mobilization Plan Directory, USDA/FS.

System Location: the respective Regional Office, Forest Supervisor's Office, and Ranger District Office where the individual is employed keep by the Fire management staff, Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250, and Records.

Categories of individuals covered by the system: Employees and cooperators who are involved in wild land fire suppression.

Categories of records in the system: The system may include names, working titles, fire-job qualifications, home addresses and telephone numbers of these individuals.

Authority for maintenance of the system: 16 U.S.C. 551, 5 U.S.C. 301; 7 CFR 2.60.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosed to Federal, State, and local agencies involved in wild land fire protection activities, including but not limited to the Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, State Forestry Organizations, and Rural Fire Departments, so that the individuals and their assigned fire crews can be called upon for emergency duty.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Information may be kept on file cards, loose-leaf or bound fire mobilization plans, pocket-sized directories, and may be placed on magnetic tape, drums, or disks at Forest Service computer facilities.

Retrievability: System may be indexed by organization, geographic area of residence, fire/job qualifications, or by last name.

Safeguards: Records do not contain information that is considered highly confidential so they may be kept in a general file and in ADP storage systems.

Retention and disposal: The information in this system will be maintained currently. Out of date information will be kept in the general files for 10 years and then destroyed.

System manager(s) and address: Directors of Fire Management in the Washington Office and Regional Offices, Forest Fire Management Staff Officers, and District Rangers.

Notification procedure: An employee can obtain the information from the Washington Office, Regional Office, Forest Supervisor's Office, or Ranger District Office under which he is or had been employed. If the specific location of the record is not known the individual may direct his request to the Director of Forest Management in Washington or in the Regional Office of the geographic area where he was employed. A request for information from this system should include name, address, place, period of employment, and position held.

Record access procedures: Use same procedures as for requesting notification.

Contesting record procedures: Use same procedures as for requesting notification.

Record source categories: The information in this system comes primarily from the individual, from other in-service documents, or from supervisory personnel.