

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Federal Communications Commission (FCC) employees or contractors with disabilities.

CATEGORIES OF RECORDS IN THE SYSTEM:

Electronic databases with all records containing the last and first name, filed alphabetically by last name, and a corresponding identification number, which includes:

1. FCC employee/temporary hire database contains: first and last name, telephone number, organizational unit, room number, date of issuance, and property pass privileges, if applicable.

2. Contractor database contains: first and last name, contractor company name, telephone number, FCC point of contact, telephone number, and date of issuance.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Executive Order (EO) 13164, Establishing Procedures to Facilitate the Provision of Reasonable Accommodation; EEOC, Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act, 29 CFR Part 1615; Rehabilitation Act of 1973, 29 U.S.C. 12101 *et seq.*; 29 CFR 1630.

PURPOSE(S):

The system provides a method by which the FCC can identify Commission employees who have requested "reasonable accommodations" in their office, work stations, or to use other FCC facilities. Information on the disposition of each request is also maintained in this system.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information about individuals in this system of records may routinely be disclosed under the following conditions:

1. Adjudication and Litigation—where by careful review, the agency determines that the records are both relevant and necessary to litigation and the use of such records is deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records, these records may be used by a court or adjudicative body in a proceeding when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States

Government is a party to litigation or has an interest in such litigation;

2. Law enforcement and Investigation—where there is an indication of a violation or potential violation of a statute, regulation, rule, or order, records from this system may be shared with appropriate Federal, State, or local authorities either for purposes of obtaining additional information relevant to a FCC decision or for referring the record for investigation, enforcement, or prosecution by another agency;

3. Congressional Inquiries—when requested by a Congressional office in response to an inquiry by an individual made to the Congressional office for their own records;

4. Government-wide Program Management and Oversight—when requested by the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906; when the U.S. Department of Justice is contacted in order to obtain that department's advice regarding disclosure obligations under the Freedom of Information Act; or when the Office of Management and Budget is contacted in order to obtain that office's advice regarding obligations under the Privacy Act; and

5. Labor Relations—A record from this system may be disclosed to officials of labor organizations recognized under 5 U.S.C. Chapter 71 upon receipt of a formal request and in accord with the conditions of 5 U.S.C. 7114 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

In each of these cases, the FCC will determine whether disclosure of the records is compatible with the purpose for which the records were collected.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

None.

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

Records are maintained in a password protected computer database.

RETRIEVABILITY:

Records are retrieved by the name of the individual or accommodation identity number.

SAFEGUARDS:

The computer terminals are stored within a secured area. The Security Office staff performs a backup operation

on these files on a weekly and monthly basis on 1/4" data cartridges, which are stored/safeguarded in the Security Office.

RETENTION AND DISPOSAL:

Records kept by the FCC are retained until an employee or contractor leaves the FCC and then shredded. Electronic records are destroyed physically (electronic storage media) or by electronic erasure.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Workplace Diversity (OWD), 445 12th Street, SW., Room 5-C750, Washington, DC 20554; or Security Operations Center, Office of Managing Director (OMD), Federal Communications Commission (FCC), 445 12th Street, SW., Room 1-B458, Washington, DC 20554.

NOTIFICATION PROCEDURE:

Address inquiries to the system manager.

RECORD ACCESS PROCEDURES:

Address inquiries to the system manager.

CONTESTING RECORD PROCEDURES:

Address inquiries to the system manager.

RECORD SOURCE CATEGORIES:

Individuals requesting accommodation.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

FCC/WTB-1**SYSTEM NAME:**

Wireless Services Licensing Records.

SYSTEM LOCATION:

Wireless Telecommunications Bureau (WTB), Room 3-C122, Federal Communications Commission (FCC), 445 12th Street, SW., Washington, DC 20554.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

1. Licensees and applicants (including persons or entities with attributable interests therein as described below);

2. Tower owners; and

3. Contact persons relating to radio systems licensed or processed by the Wireless Telecommunications Bureau under parts 13, 22, 24, 27, 74, 80, 87, 90, 95, 97, and 101 of the Commission's Rules (Wireless Services).

CATEGORIES OF RECORDS IN THE SYSTEM:

The information includes:

1. Applications, licenses, and pleadings relating to such

applications—including Individual Taxpayer Identification Numbers;

2. Correspondence relating to authorizations, and

3. Requests for authorizations in the Wireless Services.

4. FCC Forms 175, 601, 602, 603, 603T, and 605 and any supporting exhibits submitted by the applicant(s), and related documentation associated with the FCC's processing of these forms.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 7701; and 47 U.S.C. 301, 303, 309, 312, 362, 364, 386, 507, and 510.

PURPOSE(S):

Records are kept to administer the Federal Communications Commission's (FCC) regulatory responsibilities including licensing, enforcement, rulemaking, and other actions necessary to perform spectrum management duties, as follows:

1. To provide public access to pending requests for authorizations and information regarding current licensees;

2. To determine the availability of spectrum for licensing;

3. To determine when compliance filings, renewal applications, and fees are due from licensees;

4. To resolve disputes between radio operators regarding who has certain rights to use particular frequency bands in particular geographic areas;

5. To resolve cross border disputes, on occasion, *e.g.*, dispute(s) with entities operating in Canada and Mexico.

6. To allow licensees to transfer or assign their interests in particular licenses or portions of licenses as the rules permit (after agency approval);

7. To evaluate the completeness and sufficiency of requests for new or modified authorizations;

8. To provide reports to a variety of Federal officials on the current uses and utilization of the spectrum the FCC is charged with regulating; and

9. To provide public access to license data (except ITIN numbers), which promotes the economically efficient allocation of spectrum and the resolution of radio interference problems.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information about individuals in this system of records may routinely be disclosed under the following conditions:

1. Public access—the licensee records will be publicly available and routinely used in accordance with Subsection b.

of the Privacy Act; ITIN Numbers and material which is afforded confidential treatment pursuant to a request made under 47 CFR 0.459 will not be available for public inspection;

2. Financial obligations under the Debt Collection Acts—a record from this system may be disclosed to other Federal agencies for the purpose of collecting and reporting on delinquent debts as authorized by the Debt Collection Act of 1982, the Debt Collection Improvement Act of 1996, or the Federal Claims Collection Standard. A record from this system may be disclosed to any Federal, state, or local agency to conduct an authorized computer matching program in compliance with the Privacy Act of 1974, as amended, to identify and locate individuals who are delinquent in their repayment of certain debts owed to the U.S. Government. A record from this system may be used to prepare information on items considered income for taxation purposes to be disclosed to Federal, state, and local governments;

3. Adjudication and Litigation—where by careful review, the agency determines that the records are both relevant and necessary to litigation and the use of such records is deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records, these records may be used by a court or adjudicative body in a proceeding when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States Government is a party to litigation or has an interest in such litigation;

4. Law Enforcement and Investigation—where there is an indication of a violation or potential violation of a statute, regulation, rule, or order, records from this system may be shared with appropriate Federal, State, or local authorities either for purposes of obtaining additional information relevant to a FCC decision or for referring the record for investigation, enforcement, or prosecution by another agency;

5. Congressional Inquiries—when requested by a Congressional office in response to an inquiry by an individual made to the Congressional office for their own records; and

6. Government-wide Program Management and Oversight—when requested by the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C.

2904 and 2906; when the U.S. Department of Justice is contacted in order to obtain that department's advice regarding disclosure obligations under the Freedom of Information Act; or when the Office of Management and Budget is contacted in order to obtain that office's advice regarding obligations under the Privacy Act.

In each of these cases, the FCC will determine whether disclosure of the records is compatible with the purpose for which the records were collected.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

Pursuant to 5 U.S.C. 552a (b) (12), the Department of Treasury may disclose to a consumer reporting agency information regarding a claim by the FCC that is determined to be valid and overdue as follows:

1. The name, address, SSN or ITIN, and other information necessary to establish the identity of the individual or organization responsible for the claim;

2. The amount, status, and history of the claim; and

3. The program under which the claim arose.

The Commission may disclose the information specified in this paragraph under 5 U.S.C. 552a (b)(12) and the procedures contained in subsection 31 U.S.C. 3711(e). A consumer reporting agency to which these disclosures may be made is defined at 31 U.S.C. 3701(a) (3).

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

STORAGE:

All records are stored and accessed electronically:

1. Records that are submitted on paper are scanned or keyed into the computer system as appropriate; and

2. Paper records are archived after being entered electronically.

Tape backups of records are periodically created. Records of prior licensees are archived.

RETRIEVABILITY:

Records may be retrieved by searching electronically using a variety of parameters including name, a licensee's unique identifier, call sign, file number, *etc.* However, paper records which contain ITIN's are not available for public inspection.

SAFEGUARDS:

Records are protected by passwords and other computer security measures including the issuance of unique identifiers after such applicant or

licensee completes the initial registration of such protected data as ITIN's. Access to privacy protected data is available only to those persons whose jobs require such access. Data resident on network servers are backed-up on to magnetic media. Back-up tapes are stored on-site and at an off-site storage location.

RETENTION AND DISPOSAL:

Records are maintained for eleven years after an individual ceases to be a licensee. Electronic records are destroyed physically (electronic storage media) or by electronic erasure.

SYSTEMS MANAGER(S) AND ADDRESS:

Chief, Wireless Telecommunications Bureau (WTB), Federal Communications Commission (FCC), 445 12th Street, SW., Room 3-C122, Washington, DC 20554.

NOTIFICATION PROCEDURE:

Address inquiries to the system manager.

RECORD ACCESS PROCEDURES:

Address inquiries to the system manager.

CONTESTING RECORD PROCEDURES:

Address inquiries to the system manager.

RECORD SOURCE CATEGORIES:

Individual conducting business with the FCC.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

FCC/WTB-5

SYSTEM NAME:

Application Review List for Present or Former Licensees, Operators, or Unlicensed Persons Operating Radio Equipment Improperly.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Wireless Telecommunications Bureau (WTB), Federal Communications Commission (FCC), 445 12th Street, SW., Room 3-C122, Washington, DC 20554.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

1. Individuals who are or have been licensed under parts 13, 22, 24, 27, 74, 80, 87, 90, 95, 97, and 101 of FCC Rules, and who have operated in violation of the Federal Communications Commission's (FCC) rules or the Communications Act of 1934, as amended;

2. Unlicensed persons who have operated radio transmitting equipment; and

3. Persons who have had a license revoked or have had an application dismissed or denied, and are prohibited from filing another application within one year.

CATEGORIES OF RECORDS IN THE SYSTEM:

Information in this system includes: name, address, date of birth (if known), authorization code of staff member who placed name in the file, and date the name was placed in the file.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

47 U.S.C. 301, 303, 309(e), and 312.

PURPOSE(S):

The records are used by selected staff and field employees to determine whether the application of these individuals should be granted, dismissed, or set for hearing.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information about individuals in this system of records may routinely be disclosed under the following conditions:

1. Adjudication and Litigation—where by careful review, the agency determines that the records are both relevant and necessary to litigation and the use of such records is deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records, these records may be used by a court or adjudicative body in a proceeding when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States Government is a party to litigation or has an interest in such litigation;

2. Law Enforcement and Investigation—where there is an indication of a violation or potential violation of a statute, regulation, rule, or order, records from this system may be shared with appropriate Federal, State, or local authorities either for purposes of obtaining additional information relevant to a FCC decision or for referring the record for investigation, enforcement, or prosecution by another agency;

3. Congressional Inquiries—when requested by a Congressional office in response to an inquiry by an individual made to the Congressional office for their own records; and

4. Government-wide Program Management and Oversight—when requested by the National Archives and Records Administration for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906; when the U.S. Department of Justice is contacted in order to obtain that department's advice regarding disclosure obligations under the Freedom of Information Act; or when the Office of Management and Budget is contacted in order to obtain that office's advice regarding obligations under the Privacy Act.

In each of these cases, the FCC will determine whether disclosure of the records is compatible with the purpose for which the records were collected.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

None.

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

STORAGE:

Records are stored on magnetic tape and computer printout(s).

RETRIEVABILITY:

Information is filed alphabetically by name of individual in a computer and is retrieved periodically through computer printout.

SAFEGUARDS:

Access to the computer database(s) is controlled by passwords; the computer(s) is located in a secured office; and the printouts are available only to selected staff personnel.

RETENTION AND DISPOSAL:

The printouts are destroyed by machine shredding when a new list is distributed. The computer tapes are retained for four back-up cycles, and on the fifth update, the oldest tape is destroyed by burning.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Wireless Telecommunications Bureau (WTB), Federal Communications Commission (FCC), 445 12th Street, SW., Room 3-C122, Washington, DC 20554.

NOTIFICATION PROCEDURE:

Under the authority granted to heads of agencies by 5 U.S.C. 552a(k), the FCC has determined (47 CFR 0.561) that this system of records is exempt from disclosing its notification procedure for this system of records.

RECORD ACCESS PROCEDURES:

Under the authority granted to heads of agencies by 5 U.S.C. 552a(k), the FCC