

NSF -63

System Name:

Accident and Injury Reports (Antarctic).

System Location(s):

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

Antarctic Support Associates (ASA), and subcontractors, Inverness Drive East, Suite 300, Englewood, CO 80112

Force Medical Officer, Naval Support Force Antarctica (NSFA), Port Hueneme, CA and McMurdo Station, Antarctica

Categories and individuals covered by the system:

All persons deploying to Antarctica through the US Antarctic Program who are injured or become involved in an accident while in Antarctica. These individuals may be civilian or federal employees; military; other federal uniformed service employees; and official visitors from the U.S. Congress, the White House, the State Department, or other federal organizations or foreign governments, tourists or foreign visitors.

Note:

Records concerning current and former federal employees are also covered by OPM/GOVT-10.

Categories of Records in the System:

Reports of both work and non-work related injuries or accidents including the nature of the injury or accident, the medical treatment, prognosis, circumstances leading to the injury or accident, when the injury occurred, witnesses, remedies for future prevention. Records include name, social security number, type of accident, date, time and location, diagnosis, treatment, prognosis, name(s) of witnesses, supervisor, circumstances, disability (if any), and other related information.

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 ASA Station Manager, the individual's supervisor and department head when their official duties require notification;
- (2) Federal agencies involved in enforcing or implementing USAP and US policies on occupational safety and health;
- (3) Academic institutions and other organizations involved in compliance with USAP safety and health policies and procedures;
- (4) Federal agencies when the records are relevant to an agency decision with regard to disciplinary or other administrative action concerning a Federal employee;
- (5) Contractors and subcontractors for the USAP when the contractor or subcontractor is responsible for implementing safety and health procedures;
- (6) The NSFA Safety Officer, where uniformed service employees are involved;
- (7) The individual's supervisor(s) for the purposes of determining cause and applying corrective measures for accident and injury prevention;
- (8) Academic or other organizations where the records are relevant to an organizational decision with regard to disciplinary or other administrative action concerning their employee(s);
- (9) Federal, state or local agencies, or foreign governments, when disclosure is necessary to obtain records in connection with an investigation of the Office of Polar Programs;
- (10) Other federal agencies such as Department of Defense or Department of Labor where statistics on work-related accidents and injuries are maintained;
- (11) Persons, including witnesses, who may have information, documents or knowledge relevant to accident or injury investigations in order to obtain additional information;
- (12) Awardee institutions or organizations in the event that violations are alleged against the institution or researchers in connection with investigation or enforcement proceedings;
- (13) Contractors, in the event a violation is alleged against the contractor, its employees, or its subcontractors in connection with investigation or enforcement proceedings;
- (14) Contractors and their employees performing duties on behalf of the agency when relevant to the performance of their duties;
- (15) The Department of Justice and the Office of Management and Budget for consultation in processing Freedom of Information or Privacy Act requests; and

(16) 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; (d) the United States, when NSF determines that litigation is likely to affect the Agency.

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

Storage:

Paper records are stored in secured file cabinets in the Office of Polar Programs, Room 755-S, electronic records are stored on floppy diskettes and in password protected archives. ASA, its subcontractor, and NSFA maintain records electronically.

Retrievability:

The records are retrieved by the name of the individual involved in the accident or by a unique personal identifier assigned to that individual.

Safeguards:

These records are available only to those persons whose official duties require such access. The records are kept in limited access areas during duty hours and in locked file cabinets at other times. The electronic records are stored in password protected computer files.

Retention and Disposal:

Except for those records covered by OPM/GOVT-10, records are destroyed approximately eight years after the individual's last Antarctic deployment.

System Manager(s) and Address(es):

Section Head, Polar Research Support Section, Office of Polar Programs, 4210 Wilson Boulevard, Arlington, VA 22230.

Notification Procedure:

To determine whether this system of records contains a record 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 injured individuals; from individuals involved in accidents; witnesses to the accidents or injuries, NSF staff and NSF records, from electronic mail messages, from contractors performing duties for the U.S. Government, and from the USAP medical clinics.

Systems Exempted from Certain Provisions of the Act:

None.