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DEPARTMENT OF JUSTICE

[CPCLO Order No. 015-2026]

Privacy Act of 1974; Systems of Records

AGENCY: Drug Enforcement Administration, United States Department of Justice.

ACTION: Notice of a modified system of records.

SUMMARY: Pursuant to the Privacy Act of 1974 and Office of Management and Budget (OMB) Circular No. A-108, notice is hereby given that the Drug Enforcement Administration (hereinafter DEA), a component within the United States Department of Justice (DOJ or Department), proposes to modify its system of records notice (SORN) JUSTICE/DEA-015, titled "Training Files" to be renamed JUSTICE/DEA-015 Training and Outreach Records in order to more precisely define all record categories, cover all applicable routine uses, and update the associated record practices.

DATES: In accordance with 5 U.S.C. 552a(e)(4) and (11), this notice is effective upon publication, subject to a 30-day period in which to comment on the routine uses, described below. The public may nonetheless submit comments on any part of this notice by [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: The public, Office of Management and Budget, and Congress are invited to submit any comments online via the Federal e-Rulemaking Portal: http://www.regulations.gov and following the instructions for submitting comments; by mail to the United States Department of Justice, Office of Privacy and Civil Liberties, ATTN: Privacy Analyst, Two Constitution Square, 145 N Street NE, Washington, DC 20002; by facsimile at 202-307-0693; or by email at privacy.compliance@usdoj.gov. To ensure proper handling, please reference the above CPCLO Order No. on your correspondence.

FOR FURTHER INFORMATION CONTACT: David Makoto Hudson, Drug Enforcement Administration, Office of Chief Counsel, Strategic Programs Section, 600 Army Navy Drive, Arlington, VA 22202.

SUPPLEMENTARY INFORMATION: Changes are being made to this Notice to provide greater detail in the scope and nature of records in this system. JUSTICE/DEA-015 was last published in full in December 1987. Since that time, DEA has significantly modified its training processes, associated records, and record maintenance processes. This modification will bring the records categories up to date, and update DEA's training record maintenance, access, and security information. In addition, DEA is proposing to update, amend and clarify the system location; the purposes of the system; the system's routine uses; the practices for storing, retrieving, retaining, and disposing of records in the system; the notification procedures; the administrative, technical, and physical safeguards of the system; and the procedures for accessing and contesting system records.

In accordance with 5 U.S.C. 552a(r), the Department has provided a report to OMB and Congress on this notice of a modified system of records.

Dated: November 17, 2026.

Laurence E. Rothenberg,
Chief Privacy and Civil Liberties Officer,
United States Department of Justice.

JUSTICE/DEA-015

SYSTEM NAME AND NUMBER:

JUSTICE/DEA-015, "Training and Outreach Records"

SECURITY CLASSIFICATION:

Sensitive but Unclassified

SYSTEM LOCATION:

Records are maintained electronically (except for certain paper records) on government cloud servers located in protected locations in the continental United States,

with some records deposited at Federal Records Centers. The cloud computing service provider DEA uses for this system of records on the date of this publication is Amazon Web Services, located at 12900 Worldgate Drive, Herndon, VA 20170, used via the service provider Envisage Technologies, LLC located at 101 W Kirkwood Ave., Suite 200, Bloomington, IN 47404. Paper records are maintained either at DEA Headquarters, 600 Army-Navy Dr., Arlington, VA 22202, or DEA Office of Training, 2500 Investigation Pkwy, Quantico, VA 22135, or at DEA locations throughout the world with respect to outreach records in those locations. A listing of DEA locations can be found at https://www.DEA.gov

SYSTEM MANAGER(S):

Special Agent in Charge, DEA Office of Training, 2500 Investigation Pkwy, Quantico, VA 22135.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Section 2 of Public Law 85-507, The Government Employees Training Act of 1958; 5 U.S.C. 4103 Establishment of Training Programs; 44 U.S.C. Chapter 31 – Records Management by Federal Agencies 5 C.F.R. 410 – Training; Executive Order 11348 of Apr. 20, 1967: Providing for the Further Training of Government Employees; Executive Order 13111: Using Technology to Improve Training Opportunities for Federal Government Employees.

PURPOSE(S) OF THE SYSTEM:

Records in this system of records support DEA's Office of Training business processes. DEA uses records in this system of records to request, schedule, and de-conflict the full range of DEA Training Academy resources, including facilities, class directories, class rosters, conferences, labs, instructors, vehicles, firearms, and other training resources, as they relate to individuals. The system of records also facilitates training record maintenance, training program evaluation reports, statistical reports, and

approval processes for DEA outreach, training and informational events in any public, private or governmental forum. In addition, records in the system of records are used for conducting and maintaining testing, surveys, evaluations, and inventory management for Office of Training course and DEA outreach, training and informational events. Lastly, the system of records maintains comprehensive training records used for verification of training, litigation support, and responding to Freedom of Information Act (FOIA) requests.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Categories of individuals covered by this system of records include but are not limited to:

1. Attendees of DEA sponsored training, including DEA personnel, contractors, and other individuals who have participated in training affiliated with DEA Office of Training or in DEA outreach, training and informational events in any public, private or governmental forum.

2. Training instructors, presenters, and support staff.

3. Individuals affiliated with other Office of Training business processes, in connection with activities such as training facilities and conferences, labs, vehicles, and firearms.

4. Third party individuals associated with approving, processing or supporting DEA outreach, training and informational events in any public, private or governmental forum.

CATEGORIES OF RECORDS IN THE SYSTEM:

Concerning the individuals listed above, this system of records contains the following records categories:

1. Enrollment, attendance, and completion information of DEA trainings and other education details.

2. DEA training history.

3. Biographic information, including but not limited to photographs, social security and passport numbers, demographic data, employment status and history, military status and history, and education history.

4. Office of Training business process information pertaining to facilities, class directories, class rosters, and conferences; laboratories, vehicles, firearms used in DEA sponsored training; and other training resources.

5. Administrative records and substantive materials related to DEA outreach, training and informational events in any public, private or governmental forum and of presentations by DEA personnel at non-DEA sponsored or affiliated events.

6. Administrative and audit data to include user identification credentials, internet protocol (IP) addresses, and access dates and times.

RECORD SOURCE CATEGORIES:

Whenever possible, records will be collected from the individuals to whom the information pertains, to ensure accuracy, relevance, timeliness, and completeness. Records will also be collected from databases within DEA and other DOJ components, as well as from DEA's state, local, tribal, and territorial partners.

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

All or a portion of the records or information contained in this system of records may be disclosed as a routine use pursuant to 5 U.S.C. 552a(b)(3) under the circumstances or for the purposes described below, to the extent such disclosures are compatible with the purposes for which the information was collected and when it has been determined by DEA or Department of Justice that such a need exists:

(a) To a federal, state, local, tribal, or non-governmental training or educational entity or facility for training purposes.

(b) To appropriate federal, state, local, tribal, and foreign law enforcement agencies or other relevant entities charged with the investigation and prosecution of illegal activities or enforcement or implementation responsibilities, where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law (whether criminal, civil, or regulatory in nature) in order to facilitate official action.

(c) To any person or entity that the DEA has reason to believe possesses information regarding a matter within the jurisdiction of the DEA, to the extent deemed to be necessary by the DEA, in order to elicit such information or cooperation from the recipient for use in the performance of an authorized activity.

(d) To a court, grand jury, or administrative or adjudicative body, in a proceeding before such a body when the DEA or Department of Justice determines that the records are relevant to the proceeding; or in a proceeding before an administrative or adjudicative body when the records are determined relevant to the proceeding.

(e) To an actual or potential party to litigation or the party's authorized representative for the purpose of negotiation or discussion of such matters as settlement, plea bargaining, or informal discovery proceedings, in accordance with requests made under the proper administrative procedures.

(f) To the news media and the public, including disclosures pursuant to 28 C.F.R. 50.2, unless it is determined that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy.

(g) To contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal Government, when necessary to accomplish an agency function related to this system of records.

(h) To designated officers and employees of state, local, territorial, or tribal law

enforcement or detention agencies in connection with the hiring or continued employment of an employee or contractor, where the employee or contractor would occupy or occupies a position of public trust as a law enforcement officer or detention officer having direct contact with the public or with prisoners or detainees, to the extent that the information is relevant and necessary to the recipient agency's decision.

(i) To appropriate officials and employees of a Federal agency or entity that requires information relevant to a decision concerning the hiring, appointment, or retention of an employee; the assignment, detail, or deployment of an employee; the issuance, renewal, suspension, or revocation of a security clearance; the execution of a security or suitability investigation; the letting of a contract, or the issuance of a grant or benefit.

(j) To a former employee of the Department for purposes of responding to an official inquiry by a federal, state, or local government entity or professional licensing authority, in accordance with applicable Department regulations; or facilitating communications with a former employee that may be necessary for personnel-related or other official purposes where the Department requires information and/or consultation assistance from the former employee regarding a matter within that person's former area of responsibility.

(k) To Federal, state, local, territorial, tribal, foreign, or international licensing agencies or associations which require information concerning the suitability or eligibility of an individual for a license or permit.

(l) To a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record.

(m) To the National Archives and Records Administration (NARA) for purposes of records management inspections conducted under the authority of 44 U.S.C. 2904 and

2906.

(n) To appropriate agencies, entities, and persons when (1) the Department suspects or has confirmed that there has been a breach of the system of records; (2) the Department has determined that as a result of the suspected or confirmed breach there is a risk of harm to individuals, the Department (including its information systems, programs, and operations), the Federal Government, or national security; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the Department's efforts to respond to the suspected or confirmed breach or to prevent, minimize, or remedy such harm.

(o) To another Federal agency or Federal entity, when the Department determines that information from this system of records is reasonably necessary to assist the recipient agency or entity in (1) responding to a suspected or confirmed breach, or (2) preventing, minimizing, or remedying the risk of harm to individuals, the recipient agency or entity (including its information systems, programs, and operations), the Federal Government, or national security, resulting from a suspected or confirmed breach.

(p) To any agency, organization, or individual, such as the Government Accountability Office, a Federal Office of the Inspector General, or the Office of Special Counsel, for the purpose of performing authorized audit or oversight operations of DEA, including those related to fraud, waste, and abuse, and meeting related reporting requirements.

(q) To appropriate officials and employees of a federal agency for which the DEA or the Department of Justice is authorized to provide a service, when disclosed in accordance with an interagency agreement and when necessary to accomplish an agency function articulated in the interagency agreement compatible with the purposes for which the information was collected.

(r) To such recipients and under such circumstances and procedures as are mandated by Federal statute or treaty.

POLICIES AND PRACTICES FOR STORAGE OF RECORDS:

Records primarily will be stored electronically in accordance with applicable executive orders, statutes, and agency implementing recommendations. Electronic records are stored securely on a government cloud-based platform utilizing Amazon Web Services GovCloud datacenter facilities. Some records may be maintained in hard-copy folders at DEA Headquarters or DEA Office of Training offices in Quantico, VA. Additionally, cloud service providers maintain information technology system backup information in accordance with a government contract that requires adherence to the same applicable laws, rules, and policies.

POLICIES AND PRACTICES FOR RETRIEVAL OF RECORDS:

Records are retrieved by personal identifier. DEA will regularly retrieve records in this system of records by opening an individual's file, which is located by entering first and last name. DEA will also retrieve any hard-copy records by name or other personal identifiers.

POLICIES AND PRACTICES FOR RETENTION AND DISPOSAL OF RECORDS:

Records will be maintained for the duration of an individual's career in government service, in accordance with DEA standards for the retention and disposition of electronic records documented in the DEA Records Information System Handbook (DEARIS) consistent with the following National Archives and Records Administration (NARA) disposition schedules:

(a) Enforcement Individual Training Files, Proficiency Test Files, DEA File No. (DFN) 810-02 (NC1-170-77-1); and

(b) Individual Training Records Files, DFN 810-01 (NC1-170-77-1).

Additionally, the following NARA disposition schedules apply to records within this system of records falling within the "Training Administration Files" category (regarding planning, conducting, supervising, and evaluating DEA training):

(c) Training Administration Records, DFN 870-10 (DOJ-wide schedule DAA-0060-2017-0009-0004). Cut-off annually. Destroy 6 years after cut-off.

(d) School Reporting Files, DFN 870-01 (NC1-170-77-1). Destroy 2 years after date of report.

(e) Law Enforcement Officer Training Files, DFN 870-05 (DOJ-wide schedule DAA-0060-2017-0009-0001). Destroy 25 years after the date of last action.

(f) Record of Training Files. DFN 870-04 (NC1-170-77-001). Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, unless there is a business need to retain.

(g) Legal, Investigative, and Technical Training Files. DFN 870-06 (DOJ-wide schedule DAA-0060-2017-0009-0002). Destroy 10 years after date of last action.

(h) Non-Mission Related Training Program Files. DFN 870-14 (GRS 2.6, item 010). Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, unless there is a business need to retain.

(i) Ethics Training Files. DFN 870-13 (GRS 2.6, Item 020). Destroy when 6 years old or when superseded, whichever is later, unless there is a business need to retain.

ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS:

Administrative regulations include detailed instructions for the preparation, adoption, handling, dissemination, indexing of individual records, storage, safeguarding of investigative reports and the accounting of disclosures of individual records. The system is protected by physical security methods, electronic means, and administrative processes, including dissemination and access controls. The servers storing electronic records in this system of records are in DEA contracted data centers and/or in a

government cloud located in secure, access-controlled facilities. For records in the system of records maintained using cloud technology, cloud service providers maintain information technology system backup information in accordance with government contract provisions to place servers in protected, restricted access locations. Paper records are maintained in secure areas in folders in locked rooms with access limited to authorized agency personnel protected by twenty-four-hour guard service and electronic surveillance. Access to DEA facilities is restricted to DEA employees and persons transacting business within the building who are escorted by DEA employees.

Internet connections are protected by multiple firewalls. Users of individual DOJ computers can only gain access to that computer by a valid user identification and password or other method of authentication. Built into the information technology system's defense-in-depth architecture are standard encryption practices, including encryption at rest and in transmission. Security personnel conduct periodic vulnerability scans using DOJ-approved software to ensure security compliance, and security and audit logs are enabled for all computers to assist in troubleshooting and forensics analysis during incident investigations.

Role-based access controls are employed to allocate logical access to a specific job function or area of responsibility. Access to these records is granted based upon need-to-know and least privilege principles. Access that has not been explicitly permitted is denied by default. The system uses role-based access controls to ensure users have the proper permission to access and view documents with personally identifiable information (PII). All information technology system accounts are verified annually and promptly deactivated when user role-based requirements change. The System Administrators at the Office of Training conduct permission reviews of assigned roles and the associated role-based access controls on a regular basis. All applicable access controls are implemented and audited annually by a third-party auditing organization via the service provider.

RECORD ACCESS PROCEDURES:

All requests for access to records in this system of records must be in writing via hard copy letter in accordance with 28 C.F.R. part 16 or may be submitted electronically by visiting the DEA FOIA Public Access Link Portal: https://ifa.dea.gov/foia/.

If submitted via letter the request should be addressed to: U.S. Department of Justice, Drug Enforcement Administration, Freedom of Information and Privacy Act Section, 8701 Morrissette Drive, Springfield, VA 22152. The envelope and letter should be clearly marked "Privacy Act Access Request." The request must include a general description of the records sought with sufficient detail to enable Department personnel to locate them with a reasonable amount of effort. The request also must include the requester's full name, current address, and date and place of birth. The request must be signed and either notarized or submitted under penalty of perjury. Although no specific form is required, individuals may use the DEA-specific form (DEA-382 FOIA/PA Request Letter) to make the 'Privacy Access Request' to DEA. The form is available on the Privacy Act page of the FOIA section of DEA's website at https://www.dea.gov/foia/foia-privacy-act.

More information regarding the procedures for accessing records in accordance with the Privacy Act can be found at 28 CFR Part 16 Subpart D, "Protection of Privacy and Access to Individual Records Under the Privacy Act of 1974."

CONTESTING RECORD PROCEDURES:

Individuals seeking to contest or amend records maintained in this system of records must direct their requests to the address indicated in the "RECORD ACCESS PROCEDURES" paragraph, above. For any requests to contest or amend records submitted in writing, the envelope should be clearly marked "Privacy Act Amendment Request." All requests must state clearly and concisely what record is being contested, the reasons for contesting it, and the proposed amendment to the record.

More information regarding the Department's procedures for amending or contesting records in accordance with the Privacy Act can be found at 28 CFR 16.46, "Requests for Amendment or Correction of Records."

NOTIFICATION PROCEDURES:

Individuals may be notified if a record in this system of records pertains to them when the individuals request information utilizing the same procedures as those identified in the "RECORD ACCESS PROCEDURES" paragraph, above. Inquiries should be addressed to: Drug Enforcement Administration, Attn: Freedom of Information and Privacy Act Section, 8701 Morrissette Drive, Springfield, Virginia 22152, or an electronic request may be filed at the DEA FOIA Public Access Link Portal: https://ifa.dea.gov/foia/.

EXEMPTIONS PROMULGATED FOR THE SYSTEM:

None.

HISTORY:

This is a revision of the SORN DEA-015, "Training Files," 52 FR 47182 (Dec. 11, 1987) (last published in full), as amended by: 66 FR 8425 (Jan. 31, 2011); 82 FR 24147 (May 25, 2017).

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