

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6209.13 – Freedom of Information Act/Privacy Act Handbook
Chapter 20 - Privacy Act of 1974**

Amendment: 6209.13-1994-1

Effective date: December 08, 1994

Duration: This amendment is effective until superseded or removed.

Approved by: Jack Ward Thomas, Chief

Date approved:

Responsible Staff:

Last Change:

Superseded Document(s): 6209.13-91-2, October 17, 1991; 1, February 1988; New, March 1986; Title page, 00--1 thru 27.2, ID 6209.13-94-1, ID 6209.13-94-2

Digest: Following is an explanation of the changes throughout the directive by section.

Zero Code: Makes minor editorial formatting changes throughout the chapter. Adds definitions for Attorney Work Product and Incident Investigation Documents, formerly in interim directives 6209.13-94-2.

11: Revises exhibit 02 to address situations on when to release records.

11.1 - 11.66: Adds direction in section 11.1 concerning application of Exemption 2 to release information related to an agency's personnel rules and practices. Recodes direction on Exemption 3 to section 11.2 (formerly section 11.1); Exemption 4.

11.22: Adds paragraph on requirements of National Historic Preservation Act of 1966 pertaining to Cultural Resource Information.

11.4: Adds direction concerning the application of exemption 5 to documents related to incident investigations, formerly in interim directive 6209.13-94-2.

11.53: Removes direction concerning application of Exemption 6 to Use of Information for Political Purposes (formally section 11.43) and retains and revises direction on Use of Information for Commercial Solicitation.

11.7: Adds a new section to address direction on the foreseeable harm standard.

12.33 - 12.35: Adds a new section with procedures for releasing documents to Congress (section 12.33) and recodes subsequent section 12.34, Permitting Requester Access to Original Records (formerly section 12.33) and section 12.35, Creation of New Records (formerly section 12.34).

12.5: Revises direction on determining the date of receipt of a request or appeal.

13.04: Incorporates direction in Interim Directive 6209.13-94-1 which adds the delegated authority for signing Freedom of Information Act requests for law enforcement records to the Regional Special Agents in Charge and the Washington Office Staff Director of Law Enforcement and Investigations.

14.1: Adds direction for responding to a request for a list that requires a search through a unit's personnel folders.

14.73 - 14.73a: Revises criteria for non-profit organization status as related to fee waiver.

14.9: Clarifies billing procedures for search and duplication fees.

16.04 - 16.04b: Recodes reporting responsibilities of agency officials (formally in section 16.1 - 16.2).

20.4 - 20.43: Adds Privacy Act responsibilities for Freedom of Information Act/Privacy Act Officers in the Washington Office (section 20.41a); Field Units (section 20.41b); System Managers (section 20.42); and Employees (section 20.43).

21.3: Revises exhibit 01 - Forest Service Privacy Act Systems of Records.

22.1 - 22.4: Adds direction in section 22.1 on special exemption under Privacy Act to address information related to a civil action or proceeding and recodes subsequent sections 22.2, Two General Exemptions (formerly section 22.1); 22.3, Specific Exemptions (formerly section 22.2); and 22.4, Obtaining Exemption (formerly section 22.3).

24.63: Adds instruction for transmitting correspondence related to access and amendment of records.

27 - 27.1: Removes direction on obsolete Form OF-203, Privacy Act Information Request (formerly section 27.1). Recodes direction to section 27 on submission of Report FS-6200-F, Privacy Act Biennial Report (formerly this was an annual report and direction was in section

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27.3). Revises samples of responses and recodes exhibits to section 27.1 (formerly section 27.2).

This Handbook is now available electronically in the National Information Center in the same format as the paper copy. Henceforth, amendments to this Handbook will be issued to Forest Service units electronically on a document basis.

21.3 - Exhibit 01

FOREST SERVICE PRIVACY ACT SYSTEMS OF RECORDS

USDA/FS-1

System name: Appeals and Administrative Reviews, USDA/PS

System location: Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, 121 Forest Supervisor Offices, 673 District Ranger Offices, 10 Experiment Station Offices and Two State and Private Area Offices. The address for the Headquarters is Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue SW., Washington, D.C., 20250. The addresses of all other Forest Service offices may be found in 36 CFR 200.2, Subpart A, or in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Any person who has appealed or formally requested review or reconsideration of a decision or action by a Forest Service officer in any contract involving the Forest Service. Does not include personnel matters which are excluded. The appeal, administrative review, or reconsideration request may have been submitted directly to an officer of the Forest Service or through the Board of Forest Appeals.

Categories of records in the system: The record includes information regarding the circumstances of the matter under appeal. This may involve information of the appellant, his use of National Forest lands, effects of the decision being appealed on his activities, and other information supplied by appellant on his behalf. Information is also provided by the Forest Service Officer whose decision is under appeal, review, or reconsideration.

Authority for maintenance of the system: 5 U.S.C. 22 and 301; 7 U.S.C. 1011(f); 15 U.S.C. 714(b)(g) and (h); 16 U.S.C. 551; 40 U.S.C. 486(c); 7 CFR 24; 36 CFR 211.20 thru 211.37

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Vertical file folders

Retrievability: Records are maintained under file designation 1570, identified by the appellant's name, date of appeal, review, or reconsideration request, and/or Forest Service Docket Number (if case docketed by the Board of Forest Appeals).

Safeguards: Normal security for routine file material. Locked office of file room.

Retention and disposal: Upon final decision case is closed. Transferred to closed files at end of fiscal year. Cases reaching National level are retained 25 years, Regional level is 5 years, and other levels maintained 3 years. Transfer to Federal Records Center after 3 years.

System manager(s) and address: Chief, Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250 or the appropriate Regional Forester, Forest Supervisor, or District Ranger at the address listed above.

Notification procedure: Address inquiries to the office at which the individual filed his original notice of appeal or request for review or reconsideration. Identifying information should include name, date of appeal or request, Forest Service Docket (if applicable), and date of decision and by whom issued (if applicable).

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

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

Record source categories: Information obtained from appellant. On his behalf, witnesses or experts solicited by appellant, Forest Service Officers, and witnesses and technical experts solicited by Forest Service.

USDA/FS-2

System name: Blaster's Certification Program, USDA/PS

System location: Forest Service Regional Headquarters and/or Forest Supervisor Headquarters where individual is or was employed. The addresses for these office are listed in 36 CFR 200, Subpart A.

Categories of individuals covered by the system: Forest Service employees who have applied for a Forest Service Blaster's certificate are included in this system of records.

Categories of records in the system: This system consists of complete files on individual applications for the Forest Service Blaster's

certificate including examination results, application form (PS 6100-24), and certificate issued or revoked.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 2.60 and 29 CFR 1926.901

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Standard Forest Service Form 6100-24 and supporting documents.

Retrievability: System is indexed by name and organizational location.

Safeguards: Records are maintained in standard filing system and are available only to authorized Forest Service personnel. Offices are locked during non-working hours.

Retention and disposal: Records are maintained for the duration of individual's employment and thereafter filed in the Federal Records Center and disposed of in accordance with the Agency's approved retention schedule.

System manager(s) and address: Regional Forester and/or Forest Supervisor in charge of the unit where the individual is or was employed.

Notification procedure: Any employee (past or present) may request information as to whether or not the system contains records pertaining to him from the appropriate Regional Forester or Forest Supervisor. A request for information should be in writing and should include the individual's full name and address, approximate date of application and place of employment at that time.

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

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

Record source categories: Information in this system comes primarily from written, oral, and applied examinations.

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SDA/FS-3

SYSTEM NAME:

USDA/FS-3, Uniform Allowance System

SYSTEM LOCATION:

The records in this system are maintained at the USDA, Forest Service Headquarters, P.O. Box 2417, Washington DC 20013; Regional Offices; Forest Supervisor's Offices; National Finance Center, P.O. Box 600000, New Orleans, Louisiana 70160; and Contractor's Office. The addresses of Forest Service Regional Offices and Forest Supervisor's Offices may be found in 36 CFR 200.1, Subpart A, or in the telephone directory of the applicable locality under the heading United States Government, Department of Agriculture, Forest Service. The address of the Contractor may be obtained by writing to Forest Service Headquarters at the above listed address.

CATEGORIES OF INDIVIDUALS COVERED BY SYSTEM:

All Forest Service employees, entitled to and receiving allowances for uniforms required in their work.

CATEGORIES OF RECORDS IN THE SYSTEM:

This system consists of complete files on advances, accruals, and payments to individuals within the Forest Service for uniform allowances. Information in these files will include the employee's name, social security number, employee location, allowance category(ies), year to date amount of sales, backorders, management code, and current status (active or terminated).

AUTHORITY FOR MAINTENANCE OF SYSTEM:

5 U.S.C. 301, 5 U.S.C. 5901 through 5903; and 7 CFR 2.75.

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

(1) Information from this system of records developed by the Contractor and the National Finance Center is for Forest Service internal processing purposes in connection with the uniform allowance program.

(2) Disclosure to the Department of Justice for use in litigation when USDA, or any component thereof, or any employee of USDA in his or her official capacity; or any employee of USDA in his or her individual capacity where the Department of Justice has agreed to represent the employee; or the United States, where USDA determines that litigation is likely to affect USDA or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by USDA to be relevant and necessary to

the litigation, provided, however, that in each case, USDA determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

(3) Disclosure in a proceeding before a court or adjudicative body before which USDA is authorized to appear, when USDA or any component thereof, or any employee of USDA in his or her official capacity; or any employee of the USDA in his or her individual capacity where USDA has agreed to represent the employee; or the United States, where USDA determines that litigation is likely to affect USDA or any of its components, is a party to litigation or has an interest in such litigation and USDA determines that use of such records is relevant and necessary to the litigation, provided, however, that in each case, USDA determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

(4) Referral to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, or particular program statute, or by rule, regulation, or order issued pursuant thereto.

(5) To answer Congressional inquiries made at the request of the individual from whose record information is disclosed.

POLICY AND PRACTICE FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN SYSTEM:

STORAGE:

Records are maintained on magnetic tapes, disk, or other format, as well as on input forms prepared by covered employees which may be stored in file folders.

RETRIEVABILITY:

Records are indexed by name and social security number of individual employees.

SAFEGUARDS:

Records are kept on magnetic tape and disk files. They are kept in a locked computer room and tape library which can only be accessed by authorized

personnel utilizing a special access code. File folders are kept in locked file cabinets or in secure areas with access to authorized personnel only.

RETENTION AND DISPOSAL:

Records are retained or disposed of in accordance with the retention periods contained in Forest Service Handbook 6209.11, Records Management Handbook.

SYSTEM MANAGER AND ADDRESS:

Director, Personnel and Civil Rights Staff, USDA-Forest Service, P.O. Box 2417, Washington, DC 20013.

NOTIFICATION PROCEDURE:

Individuals may request information regarding this system of records, or information as to whether the system contains records pertaining to them from the system manager listed in the preceding paragraph. A request for information should contain name, address, and particulars involved (e.g., the date of action giving rise to the inquiry, complaint, etc.).

RECORD ACCESS PROCEDURES:

Individuals may obtain information as to the procedures for gaining access to records in the system which pertain to them by contacting the system manager as set forth in the preceding paragraph. The envelope and letter should be marked "Privacy Act Request."

CONTESTING RECORD PROCEDURES:

Use the same procedures as for record access.

RECORD SOURCE CATEGORIES:

Information in this system comes primarily from individuals who request payments of uniform allowances. Information may also be furnished by the employee's supervisor.

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USDA/FS-4

System name: Certification of Engineering Personnel, USDA/FS

System location: Forest Service Headquarters Offices of the Chief, Regional Foresters, and Forest Supervisors as listed in 36 CFR 200.2, Subpart A, where individual is or was employed.

Categories of individuals covered by the system: At the Forest Service employees who have taken examinations in one or more of the certification categories.

Categories of records in the system: Consists of the name, social security number, work location, written and oral examination results, and certificates issued for each Forest Service employee defined in the preceding paragraph.

Authority for maintenance of the system: 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 each use: Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Examination results and supporting documents

Retrievability: Manual system is indexed by name, social security number, and location.

Safeguards: Records are maintained in standard filing system. The records are located in offices that are locked during non-office hours. They are available only to authorized personnel.

Retention and disposal: Records are maintained for the duration of individual's employment and thereafter filed in the Federal Records Center in accordance with standard procedures.

System manager(s) and address: Director of Engineering, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C., 20013, or the appropriate Regional Forester, or Forest Supervisor in charge of the unit where the individual is or was employed.

Notification procedure: Employees (past or present) may request information as to whether or not the system contains records pertaining to them from the appropriate system manager listed in the preceding paragraph. A request for information should be in writing and

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should include the individual's full name, address, social security number, approximate date of last certification or examination, and place of employment at that time.

Record access procedures: Use same procedure as for requesting Notification.

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

Record source categories: Information in this system comes primarily from written, oral, and applied examinations.

USDA/FS-5

System name: Certified cost Collectors, USDA/FS

System location: Office of the Regional Forester, Forest Service, 630 Sansome St., San Francisco, CA, 94111.

Categories of individuals covered by the system: Forest Service employees who have completed the necessary training to qualify as Cost Collectors.

Categories of records in the system: Name and date of individual's certification.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management, Forest Service, 630 Sansome St., San Francisco, CA, 94111.

Notification procedure: Any employee may request information regarding the system of records or information as to whether the system contains records pertaining to him from the System Manager. A request for information should contain name and date of certification.

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

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

Record source categories: Forest Service records of accounting experience and training obtained from information in the employee's personnel file.

USDA/FS-6

System name: Certified Scalers, USDA/FS

System location: Headquarters of 9 Regional Offices and 121 Forest Supervisor Offices. The addresses are listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Forest Service employees who have completed the necessary training to qualify.

Categories of records in the system: Name, grade, date of certification, and organization. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None

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

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management in each of the 9 Regional Offices and 121 Forest Supervisor Offices.

Notification procedure: Any employee may request information regarding the system of records or information as to whether the system contains records pertaining to him from the System Manager. A request for information should contain the name, grade, date of certification, and organization.

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

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

Record source categories: Forest Service records of scaling experience and training obtained from information in the employee's personnel file and check scale records filed in the office.

USDA/FS-7

System name: Certified Silviculturists, USDA/FS

System location: At headquarters of nine Regional Offices as listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Forest Service employees who have completed the necessary training to qualify.

Categories of records in the system: Name, grade, date of certification, and organization. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management in each of the nine Regional Offices referred to above.

Notification procedure: Any employee may request information regarding the system of records or information as to whether the system contains records pertaining to him from the System Manager. A request for information should contain the name, grade, and date of certification, and organization.

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

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

Record source categories: Forest Service records of silviculture experience and training obtained from information in employee's personnel file.

USDA/FS-8

System name: Check-Before-Using Pilot List, USDA/FS.

System location: Records in this system are presently maintained at the Forest Service headquarters of the 9 Regional Offices as listed in 36 C.F.R. 200.2, Subpart A. The record is coordinated by the Director of Aviation Management, Forest Service, U.S. Department of Agriculture, 12th and Independence Ave., S.W., Washington, D.C., 20250, and disseminated to all Regional Air Officers at above mentioned locations.

Categories of individuals covered by the system: Pilots who have performed unsatisfactorily, while working under a contract for services.

Categories of records in the system: The record contains the pilot's name, FAA pilot's license number and the Region or area which reported the unsatisfactory performance.

Authority for maintenance of the system: 5 U.S.C. 301; 7 C.F.R. 2.60.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: The records are maintained in file folders.

Retrievability: Records are indexed by the name of the individual.

Safeguards: Records are kept in the general files in a locked office.

Retention and disposal: Records are updated currently as needed and then filed in the National Archives in accordance with standard procedures. Names may be added or deleted from the list, as appropriate.

System manager(s) and address: The Director of Aviation Management, Forest Service, U.S. Department of Agriculture, 12th and

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Independence Ave., S.W., Washington, D.C. 20250, and the Regional Air Officers at Regional Offices as listed in 36 C.F.R. 200.2, Subpart A.

Notification procedure: Any individual may request information as to whether he is on the list by writing the appropriate System Manager. He will be furnished information as to who he may contact at the Regional Offices to obtain additional information as to why his name appears on the list. A request for information pertaining to an individual should contain name, FAA pilot license number, and information as to previous employers while performing services for the agency.

Record access procedure: Use same procedures as for requesting Notification.

Contesting record procedure: Use same procedures as for requesting Notification.

Record source categories: Information in this system comes from Regional Aviation Officers, Contracting Officers, and pilot inspectors.

USDA/FS-9

System name: Employee Assistance Program CONCERN, USDA/FS.

System location: The records in this system are maintained in the Forest Service Headquarters in Washington, D.C. and in nine Regional Offices, ten Experiment Station Offices, and the Forest Products Laboratory. The addresses of these offices are listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Any employee with problems affecting their job performance.

Categories of records in the system: Documentation of referral; notes supervisory or employee discussions; therapy progress records.

Authority for maintenance of the system: 5 U.S.C. 7901 and 42 U.S.C. 4551.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in the system is referred to the professional counselor working with the employee. Information is used only as a background for counseling or advising the employee and/or work supervisor. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: File folders.

Retrievability: Records are indexed by name of employee and/or program number.

Safeguards: Folders are maintained in locked file cabinet or drawers. Only Program Advisor has access to information.

Retention and disposal: Record is maintained through any treatment and/or rehabilitation therapy, and destroyed upon completion of treatment by tearing up or shredding devices, if available.

System manager(s) and address: CONCERN Program Administrator, Forest Service, U.S. Department of Agriculture, 12th and Independence, S.W., Washington, D.C. 20250.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the CONCERN Program Coordinator for the appropriate Region or Station, the Forest Products Laboratory, or the Washington Office. If the specific location of the record is not known, the individual should address his request to the System Manager, who, if necessary, will refer it to the appropriate field office. A request for information pertaining to an individual should contain the employee's name, address and the unit of which he/she works.

Record access procedure: To gain information on procedures of gaining access, employee may call CONCERN telephone numbers shown in published brochure or posters.

Contesting record procedure: Use same procedures as for requesting Notification.

Record source categories: Information in the system comes from confidential discussions with employee and/or supervisor, discussions with the professional counselor on his report on employee progress.

USDA/FS-10

System name: Employee Development Record, USDA/FS.

System location: Records are maintained at all official duty stations of Forest Service (FS) employees. Addresses of the individual offices are listed in the telephone directories for the city or town in

which they are located under the heading United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: All Forest Service employees with a permanent appointment.

Categories of records in the system: A Biographical Section referring to the education, experience, physical capacity and career desires of the employee. Summary sheets or forms such as SF-171, Employee Performance Appraisals, etc., and an ADP printout, if available. A Special Qualification Section containing information on specialized qualifications of the employee. Examples of such material are driver-qualification records, blasting or other skill certificates, letters of commendation, employee suggestions, special requests from the employee, and records of special assignments on committees, boards, etc. A Development Section containing the current individual Employee Development Plan and other records of training such as copies of AD-281's reports of training meetings attended, copies of previous individual development plans and records of details and other training assignments, and copies of accident and injury reports.

Authority for maintenance of the system: 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: Responding to reference checks by potential employers of supervisors, and referral to selection groups considering candidates for special training.

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

Storage: Folders are kept by the immediate supervisor usually in his desk or immediate office.

Retrievability: By name.

Safeguards: Records are kept in a locked room or a locked file cabinet.

Retention and disposal: Maintained as long as an employee is under permanent appointment. Folder is sent through channels to the appointing office when an employee is transferring to another location in the Forest Service. When an employee is separated, the material in the Employee Development Record is mutilated and destroyed.

System manager(s) and address: Director, Personnel Management Staff, Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue, S.W., Washington, D.C. 20250.

Notification procedure: Any individual may request information concerning himself from his present or former immediate supervisor at the official duty station shown on his latest employment action.

Record access procedure: Immediate supervisor, or unit head or Personnel Officer of a District, Forest, Region, Research Project, Research Station, Area, or Washington Office.

Contesting record procedure: Same as for requesting Access.

Record source categories: Information in this folder comes from the employee and his supervisor.

USDA/FS-11

System name: Employee Emergency Information, USDA/FS.

System location: Records are maintained at all official duty stations of Forest Service (FS) employees. Addresses of the individual offices are listed in the telephone directories for the city or town in which they are located under the heading United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: All Forest Service employees.

Categories of records in the system: This is an optional system which some offices may choose not to use. The record contains the employee's home address and phone, and the name, address and phone of the person designated by the employee to be contacted in case of emergency. Some offices also include the name and phone of the employee's physician and special health information such as blood type, allergy or disease which may affect the kind of emergency treatment given.

Authority for maintenance of the system: 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: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Records are maintained in work supervisor's office.

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Retrievability: Records are indexed alphabetically by name of employee.

Safeguards: Records are kept in a locked office.

Retention and disposal: Card record is updated at least semi-annually or more often when there is a change in information. Record is destroyed when employee transfers, retires, or is separated.

System manager(s) and address: Head of the Operating Office at the employee's duty station.

Notification procedure: Individual employee initially prepares and makes revision to the record. Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to her/him from the System Manager at the address listed above.

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

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

Record source categories: Information in this system comes exclusively from the employee.

USDA/FS-12

System name: Fire Qualification and Experience Records, USDA/FS

System location: Records are presently kept by the respective Regional Office and Forest Supervisor's Office where the individual is presently employed. The records are currently being entered into an automatic data processing system at the Fort Collins Computer Center, Fort Collins, CO, 80521.

Categories of individuals covered by the system: Forest Service employees with sufficient fire experience to qualify for supervisory positions or non-supervisory crews.

Categories of records in the system: The system contains a record of the actual fire experience, fire related training received, age, physical condition, training needed and an evaluation of fire overhead positions in which he has been deemed qualified to perform. An evaluation of his performance may also be included.

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

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disseminated to Federal, State and local agencies involved in wildland 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, accounting, retaining, and disposing of records in the system:

Storage: The records are currently stored on file cards at each respective Regional Office and Forest Supervisor's Office. An ADP system is being devised and all records will be placed on magnetic tape at Fort Collins Computer Center.

Retrievability: The system is currently indexed by the individual's last name, but it will also be cross-referenced by social security number when it is placed in the ADP system.

Safeguards: The records do not contain any information considered to be of a confidential or personal nature, therefore, they are kept in a general file and in an ADP storage system without access restrictions.

Retention and disposal: The records are kept for the entire employment period of the individual, which could be up to 35 years, or until he is unable to perform fire related work due to health or lack of current experience or training.

System manager(s) and address: The Regional Forester, Forest Supervisor, or his designated representative, at appropriate office where the individual is employed.

Notification procedure: An employee can obtain the information from the Supervisor's Office or Regional Office under which he is or had been employed. If the specific location of the record is not known, the individual should direct his request to the Director of Fire Management, in the Regional Office of the respective geographic area where he was employed. A request for information pertaining to an individual should contain name, social security number, place and 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.

USDA/FS-13

System name: Geometronics Skills Inventory, USDA/FS.

System location: This system of records is maintained by the Director of Engineering, Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250, the Fort Collins Computer Center, 3525 East Mulberry St., Fort Collins, CO 80521, the Geometronics Service Center and Regional offices. The addresses for the Regional Headquarters offices are listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Forest Service employees who are professional or para-professional and are assigned to Geometronics activities.

Categories of records in the system: This system contains the series, grade, and skills of each Forest Service employee who is identified by the preceding paragraph.

Authority for maintenance of the system: 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: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Skill data is stored on the FCC computer on magnetic tape and Section X of the Geometronics annual reports.

Retrievability: The system is indexed by organizational unit, name, grade, series, or key word for a particular skill.

Safeguards: Records are maintained in standard filing systems and on mag-tape. They are available only to authorized personnel. The buildings are locked when unoccupied.

Retention and disposal: Records are maintained for the duration of the individual's employment and purged from the system.

System manager(s) and address: Director of Engineering, Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250, the Director of Geometronics Service Center, and the appropriate Regional Forester, at the addresses specified above.

Notification procedure: Any Forest Service employee (past or present) may request information as to whether or not the system contains records pertaining to him from the appropriate system manager listed in the preceding paragraph. Request for information should be in writing. The request should include the individual's name, address, and his organizational unit.

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

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

Record source categories: Information in this system comes primarily from Section X of the Geometronics Annual Report and Supervisory evaluation of the individual as recorded in the employee's personnel folder.

USDA/FS-14

System name:

Grazing Permits, Individual, National Forest System, USDA/FS.

System location:

The records in this system are maintained in the Regional Forester's office for grazing permittees with special limits, in the headquarters offices of the Forest Supervisors for all permittee records, and offices of District Rangers for duplicate records of those kept by Forest Supervisors. Records are also stored on magnetic tape at the Fort Collins Computer Center. The addresses for Regional Foresters and Forest Supervisors are listed in 36 CFR 200.2, and addresses for District Rangers are in the telephone directory of the applicable locality under the heading U.S. Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system:

Parties who hold permits to graze livestock on Forest Service administered lands are included in this system of records.

Categories of records in the system:

The system contains information on names and post office addresses of permittees; number, kind, and brands of livestock owned; acres, by kind, of land owned which is declared as base property; number

21.3 - Exhibit 01--Continued

and kinds of livestock permitted; race and sex of permittee; type of permit, periods of use, grazing allotments (areas) involved, and whether or not an escrow waiver of term permit privileges exists. Also included are acres of land owned or leased in addition to base property, tons of dry feed produced or purchased, Bureau of Land Management permits held by Forest Service permittees (number and kind of livestock, periods of use), names of other parties who own an interest in permitted livestock, identification of other grazing permits on National Forest System lands in which the permittee holds an interest. For private land permits, system identifies owned or leased property offered as a basis for grazing permits, specifying legal subdivision, section, township, range, and number of acres.

Authority for maintenance of the system:

5 U.S.C. 301; 36 CFR 222.3.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosure may be made to commercial collection contractors for the purpose of collecting delinquent debts as authorized by 31 U.S.C. 3711. Disclosure of the individual's name, address, taxpayer identification number (SSN), and other information necessary to establish the identity of the individual; the amount, status, and history of the claim; and the agency or program under which the claim arose may be made to a consumer reporting agency as authorized by 31 U.S.C. 3711f if a debt which arose under the terms of a permit remains delinquent for more than 60 days. Such disclosures may include taxpayer mailing addresses obtained from IRS as authorized by 26 U.S.C. 6103(m).

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

Storage:

Records are maintained in file folders and on magnetic tape.

Retrievability:

Records in file folders are indexed by name of permittee; records on magnetic tape are retrievable by name, by identification number assigned by Forest Supervisor, characteristics of permittee, or type of grazing use.

Segregation:

Records are kept in locked government offices, magnetic tape files are available only to persons having authorized access codes.

Retention and disposal:

Records are maintained in current file while permit is active, transferred to closed files for 3-year period following cancellation, and then sent to Federal Records Center for permanent retention.

System manager(s) and address:

Director of Range Management, USDA-Forest Service, P.O. Box 2417, Washington, D.C. 20013; and/or the appropriate Regional Forester or Forest Supervisor.

Notification procedure:

Any party may request information as to what the system contains pertaining to himself/herself from the appropriate System Manager. If specific locations are known, requests should be made to the Forest Supervisor involved.

Record access procedures:

Use the same procedure as for requesting Notification.

Continuing record procedures:

Use the same procedure as for requesting Notification.

Record source categories:

Information in the system comes from individual grazing permittees, or grazing associations, and from Forest Service records concerning grazing allotments and permitted livestock. Race and sex of permittee is included by District Ranger based on observation.

USDA/FS-15

System name: Manpower Programs, USDA/FS

System location: The records for this system are located in Forest Service offices out of which enrollees worked. The addresses of these offices are the same as listed for the Appeals and Administrative Review system described above.

Categories of individuals covered by the system: Persons performing work for the Forest Service but not employed by the agency. Includes volunteers on the National Forests, persons sponsored by other organizations under the Comprehensive Employment and Training Act, and persons under employment and/or training programs, such as College Work Study, who are assigned to the Forest Service.

Categories of records in the system: File may contain any of a variety of documents relating to the enrollee, such as correspondence

about the individual, application form, timekeeping records, emergency notification data, driver qualification record, receipt for property issued, compensation for injury forms, performance evaluation, and other materials.

Authority for maintenance of the system: 5 U.S.C. 301; 7 CFR 260

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Forest Service officials for all necessary purposes pertaining to the individual's work for the Forest Service. This may include reporting time worked and other information to the sponsoring organization, providing employment confirmation and recommendations to other organizations, and data to the Office of Worker's Compensation Programs in the event of a compensation for injury claim. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Documents are maintained in regular file folders.

Retrievability: Stored alphabetically by name of person.

Segregation: Kept in locked cabinets or locked offices.

Retention and disposal: Files are destroyed 2 years after the person has ceased to perform work for the Forest Service unless they become part of another system (such as Official Personnel Folder or Compensation for Injury Claim) which is governed by other authorities.

System manager(s) and address: Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, DC, 20250.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him, from the organizational unit for which he performed work. A request for information pertaining to an individual should contain the name, address, dates when work was performed, program under which enrolled, and location where work was performed.

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

Continuing record procedures: Use same procedures as for requesting Notification.

Record source categories: Information in this system comes primarily from the individual himself, the sponsoring organization, work supervisors, and other Forest Service officials.

USDA/FS-16

System name: Mineral Leases and Permittees, USDA/FS

System location: At the Forest Service headquarters offices of the Chief, Regional Foresters, and Forest Supervisors as listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Parties who have applied for or hold mineral leases or permits issued by the Bureau of Land Management or the Forest Service covering National Forest System lands.

Categories of records in the system: The system consists of inter- and intra-agency, Secretarial, Presidential and Congressional correspondence, leases, permits, sale contracts, environmental reports, mineral evaluations, operating plans, reclamation plans, and pleadings.

Authority for maintenance of the system: 16 U.S.C. 520, and 30 U.S.C. 181, 351 and 601.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referral to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law or enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, or by rule, regulation or order issued thereto. Referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding or which is sought in the course of discovery. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

Storage: Records are maintained in file folders.

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Retrievability: Records are indexed by the name of the individual lease, permittee, or purchaser.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Director, Watershed and Minerals Area Management, Forest Service, U.S. Department of Agriculture, Washington, DC 20250.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the System Manager. A request for information pertaining to an individual should contain name, address, State in which the lease, permit, or sale exists, and identification number, if any.

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

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

Record source categories: Information in this system comes from the records developed during the processing of applications, evaluations made course of lease or permit, and from data furnished by the individual.

USDA/FS-17

System name:

Mineral Operators, USDA/FS

System location:

At the Forest Service headquarters office of the Chief, Regional Foresters, and Forest Supervisors as listed in 36 CFR Part 200, Subpart A.

Categories of records in the system:

The system consists of inter- and intra-agency, Secretarial, Presidential and Congressional correspondence, notices of intention to operate, operating plans, reclamation plans, mineral evaluations, environmental reports and pleadings.

Authority for maintenance of the system:

16 U.S.C. 478, 486, 518, 551; 36 CFR Part 221.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Referral to the appropriate agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law or enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, or by rule, regulation, or order issued thereto. Referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding or which is sought in the course of discovery. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure may be made to commercial collection contractors for the purpose of collecting delinquent debts as authorized by 31 U.S.C. 3714. Disclosure of the individual's name; address; taxpayer identification number (SSN), and other information necessary to establish the identity of the individual; the amount, status, and history of the claim; and the agency or program under which the claim arose may be made to a consumer reporting agency as authorized by 31 U.S.C. 3711f if a debt which arose under the terms of a permit remains delinquent for more than 60 days. Such disclosures may include taxpayer mailing addresses obtained from IRS as authorized by 26 U.S.C. 6103(m).

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

Storage:

Records are maintained in file folders.

Retrievability:

Records are indexed by the name of the individual operator.

Safeguards:

Records are kept in a locked office.

Retention and disposal:

Records are maintained indefinitely.

System manager(s) and address:

Director, Minerals and Geology Management, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, DC 20013.

Notification procedure:

Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him/her from the System Manager listed above. A request for information pertaining to an individual should contain name, address, and State in which mineral operations are located.

Record access procedures:

Use same procedures as for requesting Notification.

Contesting record procedures:

Use same procedures as for requesting Notification.

Record source categories:

Information in this system is provided by the individual, agency staff personnel, and other organizations.

Systems exempted from certain provisions of the act:

Parties who have filed operating plans or notices of intention to operate under authority of the 1872 mining law, or who intend to exercise mineral rights pursuant to mineral reservations on National Forest System lands.

USDA/FS-18

System name: Mining Claimants, USDA/FS

System location: At the Forest Service headquarters offices of the Chief, Regional Foresters, and Forest Supervisors as listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Parties who have filed or hold mining claims on public domain National Forest System lands.

Categories of records in the system: The system consists of inter- and intra-agency, Secretarial, Presidential, and Congressional correspondence, reports of mineral examination, and pleadings.

Authority for maintenance of the system: 30 U.S.C. 22.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referral to the appropriate agency, whether Federal State local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, or by rule, regulation or order issued pursuant thereto. Referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by the name of the individual claimant.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Director, Watershed and Minerals Area Management, Forest Service, U.S. Department of Agriculture, Washington, DC 20250.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from the System Manager. A request for information pertaining to an individual should contain name, address, and State in which mining claims are located.

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

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

Record source categories: Information in this system is provided by the individual, agency staff personnel, and other organization.

USDA/FS-19

System name: Person Interested in Forestry and Related Programs, USDA/FS

System location: All Forest Service field locations. Addresses of Forest Service offices are listed in the telephone directories of the respective cities under the heading United States Government, Department of Agriculture Forest Service.

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Categories of individuals covered by the system: Persons in communications, industry, conservation, elected office, and communities who are known (or expressed) to have an interest in obtaining up to date information about Forest Service activities in forestry or natural resource related matters.

Categories of records in the system: Record includes name, address, and kind of Forest Service activities and programs, i.e., wood, forage, water, recreation, wildlife, land use planning, wilderness, etc., in which the individual has demonstrated a special interest.

Authority for maintenance of the system: 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: Keep interested persons informed concerning current forestry or natural resource related activities. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: File cards, folders, computer.

Retrievability: Indexed by name of individual for whom address is written.

Safeguards: File cabinets.

Retention and disposal: Retained as long as there is a current address or evidence of continuing interest in forestry and natural resource related matters.

System manager(s) and address: Chief, Forest Service, U.S. Department of Agriculture, 12th and Independence, S.W., Washington, DC 20250 or responsible line officer at each field unit.

Notification procedure: An individual may request information regarding this system of records or information as to whether the system contains records pertaining to him from any Forest Service office, with the one in proximity to requester's home address most likely.

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

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

Record source categories: Respondents on public involvement issues, meetings, hearings, conversations, correspondence, telephone, and published directories.

USDA/FS--20

System name: Public Correspondence Concerning Timber Management, USDA/FS

System location: Records in this system are maintained by the Director of Timber Management, Forest Service, U.S. Department of Agriculture, 12th and Independence Ave., SW., Washington, D.C., 20250.

Categories of individuals covered by the system: Individuals who correspond with the Washington Office of the Forest Service regarding timber management affairs.

Categories of records in the system: Contains the writer's name, who the original letter was addressed to, subject matter, record of final disposal of letter, including author of response and date of response.

Authority for maintenance of the system: 7 U.S.C. 1010-1031a, 16 U.S.C. 460, 471-594, 616, 694, and 1131-1134; and 33 U.S.C. 701.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Records are maintained in a data terminal in a locked room.

Retrievability: Records are indexed by name of individual correspondent.

Safeguards: Records are kept in a data terminal in a locked room. **Retention and disposal:** Records are retained in the data base for 1 year. An annual printout is then prepared and stored in a file.

System manager(s) and address: Director of Timber Management, Forest Service, U.S. Department of Agriculture, Washington, D.C. 20250.

Notification procedure: Any individual may request information from this system, or information as to whether the system contains records pertaining to himself from the System Manager.

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

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

Record source categories: Information is obtained from letters addressed directly to the Forest Service, Division of Timber Management or referred to it by others for reply.

USDA/FS--21

System name: Public Involvement Respondents on Forest Service Activities, USDA/FS

System location: Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, 123 Forest Supervisor Office, and 673 District Ranger Offices. The address for the Headquarters is Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C. 20013; the address for Regional Foresters and Forest Supervisors are listed in 36 CFR 200.2, Subpart A; and addresses for District Rangers are in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Volunteer respondents in public involvement efforts related to natural resource management issues.

Categories of records in the system: May include one or more elements of Correspondence, news clippings, questionnaires, response forms, summary lists, oral comments.

Authority for maintenance of the system: Executive Order No. 11514, March 5, 1970, and 42 U.S.C. 4321.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage:

By issue on published documents; keysort cards; magnetic tape; punched cards; original correspondence; microfilm.

Retrievability: By issues.

Safeguards: File cabinets.

Retention and disposal: Records are retained for 2 years after the decision is made and then destroyed.

System manager(s) and address: Director, Public Information and Involvement, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C. 20013, or the appropriate Regional Forester, Forest Supervisor, or District Ranger at the addresses specified under Location above.

Notification procedure: Any Forest Service field office or the WO, where the respondent gave or mailed comment or any Forest Service office to which such comments might have been sent for review or analysis. Identifying information should be by public involvement issue and approximate year.

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

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

Record source categories: Respondents voluntarily give the information to agency in meetings, hearings, and by correspondence.

USDA/FS--22

System name: Sawtooth National Recreation Area Certifications, USDA/FS

System location: Headquarters, Sawtooth National Recreation Area, Ketchum, ID, 83340

Categories of individuals covered by the system: Any person who has requested a certification from the Area Ranger concerning use of private lands within the Sawtooth National Recreation Area.

Categories of records in the system: Includes an application for Certification form and supplemental information provided by the appellant. Information obtained by the Area Ranger and staff may also be included. The data will describe the applicant's privately owned land, his plans for the land, and other information relating to the effect of the applicant's request on NRA resource values and objectives.

Authority for maintenance of the system: 5 U.S.C. 301; 36 CFR 292.14-292.16

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Routine uses of records maintained in the system, including categories of users and the purposes of such uses: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Vertical file folders.

Retrievability: Files are maintained under 5400 designation, identified by the applicant's name, date of application, and sequential application number.

Safeguards: Normal security for routine file material. Locked office or file room.

Retention and disposal: Permanent.

System manager(s) and address: Area Ranger, Sawtooth National Recreation Area, Ketchum, ID, 83340.

Notification procedure: Any individual may request information regarding this system of records or information as to whether this system contains records by writing to the Area Ranger, Sawtooth NRA. Identifying information should include the individual's name, date of certification application, and application number.

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

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

Record source categories: Information obtained from applicant, experts or consultants acting on behalf of applicant, Area Ranger and Staff through field investigation, county records, and experts and consultants solicited by Forest Service.

USDA/FS-23

System name: Skill Needs Inventory Program (R-6), USDA/FS

System location: This system of records is maintained by the Forest Service Headquarters Office of Region 6 at 319 S.W. Pine St., Portland, OR, 97208, the Fort Collins Computer Center, 3825 East Mulberry St., Fort Collins, CO, 80521, and the Region 6 Forest Supervisor offices. The addresses for Forest Supervisors Offices are listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: System involves Region 6 Forest Service employees who have permanent full time or when-actually-employed appointments.

Categories of records in the system: The system consists of a skills inventory written and oral examination results, certificates issued, and training requirements for each Forest Service employee defined under category of individuals.

Authority for maintenance of the system: 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: "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Data is stored on magnetic tapes and on FS-6100-2 (Employee Career Development Plan) and AD-281 (Request, Authorization and Record of Training) forms.

Retrievability: Data on individual is indexed by Social Security Number. Existing skills and skill needs are indexed by a numeric series code which converges for an alpha readout. Data is retrieved by computer terminals.

Safeguards: When an employee leaves the Forest Service, data concerning him is erased from the tape, or transferred to another Government Agency upon written request by the individual stating his name, Social Security Number, address, and last Agency location. Access to data on the computer is limited to those authorized and having an assigned access code for data only within their unit. The buildings are locked when not occupied.

Retention and disposal: Records are maintained for the duration of the individual's employment and thereafter filed in the Federal Record Center in accordance with approved retention schedules. Entries on magnetic tape are eliminated when the employee leaves the organization.

System manager(s) and address: Region 6 Regional Forester, 319 S.W. Pine St., Portland, OR 97208 or the appropriate Region 6 Forest Supervisor.

Notification procedure: An employee (past or present) may request information as to whether or not the system contains records pertain-

ing to him from the appropriate Regional Forester or Forest Supervisor. A request for information should be in writing and should include the name, address, Social Security Number, approximate date of last skill needs inventory record, and place of employment at that time.

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

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

Record source categories: Information stored in the system comes from direct input by the employee and his work supervisor and is based on development plans, certification exams, observed training needs, and needs identified through the development of the program of work.

USDA/FS-24

System name:

Special Use Permits, Easements, and Licenses, USDA/FS.

System location:

Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, 123 Forest Supervisor Offices, and 673 District Ranger Offices. The addresses for the Headquarters office, Regional Foresters, and Forest Supervisors are listed in 36 CFR Part 200, Subpart A; and addresses for District Rangers are in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system:

Any person holding a special use permit, easement or license authorizing use or occupancy of National Forest System land or land administered for National Forest purposes.

Categories of records in the system:

The records include information on the specific use or activity which the individual is authorized to conduct as reflected in inspections of the use or activity, qualifications and competence to perform the use or activity, and financial resources such as liability insurance and performance bonds. Other circumstances reflecting the conduct of the activity or use, negotiations on tenure and performance, etc., may be included.

Authority for maintenance of the system:

16 U.S.C. 472 and 551; 36 CFR 251.50 through 251.64.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure may be made to commercial collection contractors for the purpose of collecting delinquent debts as authorized by 31 U.S.C. 3718. Disclosure of the individual's name; address; taxpayer identification number (SSN); and other information necessary to establish the identity of the individual; the amount, status, and history of the claim; and the agency or program under which the claim arose may be made to a consumer reporting agency as authorized by 31 U.S.C. 3711f if a debt which arose under the terms of a permit, easement, or license remains delinquent for more than 60 days. Such disclosures may include taxpayer mailing addresses obtained from IRS as authorized by 26 U.S.C. 6103(m).

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

Storage:

Primarily vertical file folders. Some case files or parts of files may be maintained on microfilm, aperture cards, etc.

Retrievability:

Files are maintained under various sub-parts of Title 2700 of the Forest Service filing system, identified by the kind of case (special use permit, easement, license, etc.), permittee's name, and date of permit (etc.) issuance. Applications and pending permits are maintained in the same manner except are designated Pending or Application.

Safeguards:

Normal security for routine file material. Locked office or file room.

Retention and disposal:

Upon termination of use or activity, case is closed. Transferal to closed files at end of fiscal year. Majority of cases are retained permanently although some issued under Ranger District or Forest

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Supervisor authority are specified for disposal from 5 to 30 years depending upon type of use.

System manager(s) and address:

Director of Lands, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C. 20013, and the appropriate Regional Forester, Forest Supervisor, or District Ranger whose addresses are the same as under System Location.

Notification procedure:

Any individual may request information regarding the system of records, or information as to whether it contains records about him/her by writing to the office at which the individual's special use permit, easement, or license was issued. Identifying information should include the kind of case (special use permit, easement, or license), permittee's name, date of issuance, and location of permitted use or activity.

Record access procedures:

Use same procedures as for requesting Notification.

Continuing record procedures:

Use same procedures as for requesting Notification.

Record source categories:

Information obtained from the individual, consultants contracted by the individual, Forest Service personnel in course of inspection and administration of the activity or use, and Forest Service consultants and technical experts.

USDA/FS-25

System name: Temporary Employee Performance and Training Record, USDA/FS

System location: Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, 8 Forest and Range Experiment Stations, the Forest Products Laboratory, the Institute of Tropical Forestry, 123 Forest Supervisor Offices, and 673 District Ranger Offices. The address for the Headquarters is Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue, S.W., Washington, D.C., 20250; the addresses for Regional Foresters, Forest and Range Experiment Stations, Forest Products Laboratory, Institute of Tropical Forestry, and Forest Supervisors are listed in 36 CFR 200.2, Subpart A; and addresses for District Rangers are in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Forest Service Employees with temporary appointment.

Categories of records in the system: Performance evaluations; training planned and completed on a crew or group basis as well as individually; may also include an employment history and a copy of the latest hiring action. The system is similar to the Employee Development Record but less formal.

Authority for maintenance of the system: 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: Respond to reference checks from potential employers or supervisors, and referral of performance records to schools or colleges when the individual was recruited through a special student employment program. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Folders in files of the unit where individual worked.

Retrievability: By name.

Security: Kept in locked files in locked offices.

Retention and disposal: Upon termination of employment, record is transferred to closed files where it is retained for 3 years and then destroyed.

System manager(s) and address: Director, Personnel Management Staff, USDA Forest Service, 1621 N. Kent St., Arlington, Virginia 22209. (Mailing address—USDA Forest Service, Washington, D.C. 20250.)

Notification procedure: Any individual may request information concerning himself from this system from the unit where he worked.

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

Continuing record procedures: Use same procedures as for requesting Notification.

Record source categories: Information in this system comes from the temporary employee and his supervisors.

USDA/FS-26

System name:

Trespass and Claims, USDA/FS.

System location:

At the Forest Service headquarters offices of the Chief and the Regional Foresters. The addresses of these offices are listed in 36 CFR Part 200, Subpart A.

Categories of individuals covered by the system:

Individuals who file claims against the Forest Service pursuant to the Federal Tort Claims Act, the Military Personnel and Civilian Employees' Act of 1964 and the various Forest Service Claims Acts; Also individuals against whom the Forest Service has filed claims pursuant to the Federal Claims Collection Act; and individuals who claim title to National Forest System lands pursuant to the Adjustment of Land Titles Act, Quiet Claim Act, Color of Title Act, Wisconsin Land Title Act or the Real Property-Quiet Title Act.

Categories of records in the system:

The system consists of complete files on individual claims, including claim forms, police reports, investigation and accident reports, statement of witnesses, agency reports, and financial data of individuals subject to a claim of the Forest Service.

Authority for maintenance of the system:

7 U.S.C. 2253; 16 U.S.C. 502, 556c and 574; 28 U.S.C. 2409a and 2671-2680; 31 U.S.C. 3701, 3711, 3721, 3723, and 43 U.S.C. 872, 1068 and 1221.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Referral to Office of the General Counsel for advice or settlement; referral to Department of Justice for defense of a lawsuit brought against the United States or its officers, or the filing of suit for the recovery of claims by USDA. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

Disclosure may be made to commercial collection contractors for the purpose of collecting delinquent debts as authorized by 31 U.S.C. 3718. Disclosure of the individual's name; address; taxpayer identification number (SSN); and other information necessary to establish the identity of the individual; the amount, status, and history of the claim; and the agency or program under which the claim arose may be made to a consumer reporting agency as authorized by 31 U.S.C. 3711f if a debt which arose from the trespass or claim remains delinquent for more than 60 days. Such disclosures may include taxpayer mailing addresses obtained from IRS as authorized by 26 U.S.C. 6103(m).

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

Storage:

Records are maintained in file folders.

Retrievability:

Records are indexed by name of individual claimant or trespasser.

Security:

Records are kept in a locked office.

Retention and disposal:

Records are retained until the statutory limitations for the filing of such claim or suit arising therefrom has expired; then they are destroyed.

System manager(s) and address:

Director, Fiscal and Accounting Management, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, DC 20013, or the appropriate Regional Director of Fiscal and Accounting Management at the addresses specified under System Location above.

Notification procedure:

Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him/her from the Director, Fiscal and Accounting Management, Forest Service, U.S. Department of Agriculture, Washington, D.C., or the appropriate Regional Director of Fiscal and Accounting Management at the address referenced under System Location. If the specific location of the record is not known, the individual should address his request to the Director of Fiscal and Accounting Management, who if necessary, will refer it to the appropriate Regional office. A request for information pertaining to an individual should contain name, address, and particulars involved.

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(i.e., the date of the action giving rise to the claim or trespass, date claim or trespass was filed, correspondence, etc.)

Record access procedures:

Use same procedures as for requesting Notification.

Contesting record procedures:

Use same procedures as for requesting Notification.

Record source categories:

Information in this system comes primarily from claimant's witnesses, agency employees, and investigative personnel.

USDA/FS--27

System name: Youth Conservation Corps (YCC) Enrollee Medical Records, USDA/FS

System location: Forest Service Office responsible for administration of the YCC camp. Addresses of these offices are the same as listed under 36 CFR 200.2 Subpart A.

Categories of individuals covered by the system: Current and former YCC enrollees.

Categories of records in the system: Medical History Forms, Accident Injury and Medical Treatment Forms, and Parental Permission portion of the application forms.

Authority for maintenance of the system: 16 U.S.C. 1703

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Disclosure to a Federal, State or local agency maintaining Civil, Criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefits. (2) Disclosure to a Federal agency, in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Maintained in file folders.

Retrievability: Indexed by name of enrollee.

Safeguards: Stored in metal filing cabinets in locked office.

Retention and disposal: Manual records are maintained for 3 years. Everything is then destroyed, except accident forms and medical treatment forms. These are retained permanently or until such time as enrollees may submit a claim.

System manager(s) and address: Director, Staff of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from the Forest Service organizational unit where the YCC camp was located. The addresses for these offices are in 36 CFR 200.2, Subpart A. A request for information pertaining to an individual should contain name, address, dates when work was performed, program under which enrolled, and location where work was performed.

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

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

Record source categories: Information in this system comes primarily from the individual himself, medical doctor, and camp official compiling accident or injury information.

USDA/FS--28

System name: Youth Conservation Corps (YCC) Enrollee Payroll Records, USDA/FS

System location: YCC Administrative Services Center, Bureau of Reclamation, P.O. Box 11568, Salt Lake City, UT, 84147.

Categories of individuals covered by the system: Current and former YCC Enrollees.

Categories of records in the system: UC-507, Pay Notification Form information on magnetic tapes.

Authority for maintenance of the system: 16 U.S.C. 1703.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Payroll purposes for current enrollees. (2) Disclosure to a Federal, State or local agency maintaining Civil, Criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (3) Disclosure to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Current and past UC-507 Forms information on magnetic tape and printouts.

Retrievability: Tapes heels are coded by number.

Safeguards: Tapes are stored in a tape file and vault while printouts are stored in locked metal filing cabinets.

Retention and disposal: Current payroll information is purged from magnetic tapes at the termination of the program after being transferred to a single magnetic tape which is retained permanently. Printouts are destroyed after 5 years.

System manager(s) and address: Director, Staff of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250; Director, Office of Manpower Training and Youth Activities, Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

Notification procedure: Any individual may obtain information about the system of records, or whether it contains records about him by writing to the appropriate System Manager listed above. Inquiries should state name, address, and camp in which enrolled.

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

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

Record source categories: The records in this system originated from the individual on whom the record is maintained and from camp staff.

USDA/FS--29

System name: Youth Conservation Corps (YCC) Enrollee Records, USDA/FS

System location: Forest Service Office responsible for administration of the YCC Camp. Addresses of these offices are the same as listed under 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Current and former YCC Enrollees.

Categories of records in the system: Current enrollees: Application Forms, Medical History Forms; copies of UC-507 Forms; Evaluation of enrollee's performance by camp staff; Accident and Injury Forms. Past enrollees: list of names and addresses. Current alternates: Application Forms.

Authority for maintenance of the system: 16 U.S.C. 1702

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Enrollee participation record for school credit. (2) Disclosure to a Federal, State or local agency maintaining Civil, Criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit. (3) Disclosure to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. "Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual."

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

Storage: Maintained in file folders.

Retrievability: Indexed by name of enrollee.

Safeguards: Stored in metal filing cabinets in locked office.

Retention and disposal: Records are maintained until the end of the current program. At termination, a list of the names and addresses of enrollees is retained, while the parental permission portion of the Application Form, Medical History Form and any Accident Forms are retained. All other information in the system of records is destroyed. The list of enrollee names and addresses is retained for 5 years and then destroyed. The application forms of current alternates are destroyed at the termination of the current program.

System manager(s) and address: Director, Staff of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him, from the organizational unit for which he performed work. A request for information pertaining to an individual should contain: name, address, dates when work was performed, program under which enrolled, and location where work was performed.

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

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

Record source categories: Information in this system comes primarily from the individual himself, the sponsoring organization, work supervisors, and other Forest Service officials.

USDA/FS-30

System name: Youth Conservation Corps (YCC) Recruitment System, USDA/FS

System location: Office of the YCC recruiter in each State. Address of the State recruiters may be obtained each year by writing to the System Managers as listed below.

Categories of individuals covered by the system: Youth between the ages of 15 and 18 who file an application to attend a Forest Service, Department of the Interior, or State grant YCC camp with one of the named recruiters.

Categories of records in the system: The system consists of application forms submitted by eligible youth.

Authority for maintenance of the system: 16 U.S.C. 1703

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Selection is made from among applications of all eligible applicants. Persons selected are either offered employment in a YCC camp or placed on a substitute list to be used in case of declinations. Applications of those selected are sent to camps operated by the Forest Service, Department of the Interior, States, Counties, Cities, and other sub-grantees for use in the YCC Enrollee File subsystem.

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

Storage: Medium of storage is the applications themselves.

Retrievability: Applications are filled alphabetically by name of individual applicant.

Safeguards: Records are kept in office files available to responsible officials only.

Retention and disposal: Records on non-selected applicants are disposed of by September 31 of each year.

System manager(s) and address: Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C. 20250; and Director, Office of Manpower Training and Youth Activities, Department of the Interior, Office of the Secretary, Washington, D.C. 20240.

Notification procedure: Any individual may request information regarding the system of records, or information as to whether it contains records about him by writing to the appropriate System Managers listed above.

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

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

Record source categories: The YCC application form prepared by the applicant and any additions or corrections thereto, also prepared by the applicant, and additional information as may be added to the

file by the State recruiter concerning the applicant's selection, non-selection, or declination.

USDA/FS-31

System name: Youth Conservation Corps (YCC) Research Files USDA/FS

System location: Institute for Social Research, University of Michigan, Ann Arbor, MI, 48106

Categories of individuals covered by the system: A random sample of 600 1973 YCC enrollees.

Categories of records in the system: The file contains questionnaire responses, environmental education scores, and verbal skills test data.

Authority for maintenance of the system: 16 U.S.C. 1705

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None

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

Storage: File is on a magnetic tape.

Retrievability: Data on each person is identified by a case number. It can be retrieved by matching the case number with a mailing list containing case numbers, name and address.

Safeguards: Kept in locked files and only the System Manager and other research staff have access to the mailing list.

Retention and disposal: Files are being retained indefinitely for possible future longitudinal studies of long range benefit.

System manager(s) and address: Donna A. Lingwood, Institute for Social Research, The University of Michigan, Ann Arbor, MI, 48106.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him from: Director, Division of Manpower and Youth Conservation Programs, U.S. Department of Agriculture, Forest Service, Washington, D.C., 20250; Director, Office of Manpower Training and Youth Activities, Department of the Interior, Office of the Secretary, Washington, D.C., 20240. A request for information pertaining to an individual should contain name, address, dates when work was performed, program under which enrolled, and location where work was performed.

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

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

Record source categories: Information in this system comes primarily from the individual himself, the sponsoring organization, work supervisors, and other Forest Service officials.

USDA/FS-32

System name: Professional Registration and Professional Society Affiliation, Engineering-Related Personnel-Eastern Region-USDA/FS

System location: Office of the Regional Forester, Headquarters, Eastern Region, USDA Forest Service, 633 West Wisconsin Avenue, Milwaukee, Wisconsin, and at National Forest Headquarters at the following location: Allegheny National Forest, Warren, PA; Chequamegon National Forest, Park Falls, WI; Chippewa National Forest, Cass Lake, MN; Green Mountain National Forest, Rutland, VT; Hiaswatha National Forest, Escanaba, MI; Huron-Manistee National Forest, Cadillac, MI; Monongahela National Forest, Elkins, WV; National Forests in Missouri, Rolla, MO; Nicolet National Forest, Rhinelander, WI; Ottawa National Forest, Ironwood, MI; Shawnee National Forest, Harrisburg, IL; Superior National Forest, Duluth, MN; Wayne-Hoosier National Forest, Bedford, IN; White Mountain National Forest, Lacombe, NH.

Addresses at each field office are listed in the telephone directories of the respective cities listed above under the heading, "United States Government, Department of Agriculture, Forest Service, National Forest Supervisor."

Categories of individuals covered by the system: Forest Service employees of the Eastern Region who presently are Registered Professional Engineers, Engineers-in-Training, Registered Land Surveyors, Engineers and/or Technicians presently affiliated with an Engineering-related professional or technical society or organization are included in this system of records.

Categories of records in the system: The system consists of a directory listing Registered Professional Engineers, Engineers-in-Training, Registered Land Surveyors, including the name of the State(s) and the Year(s) acquired. The directory also lists the "Professional Society Affiliations" of Land Surveyors and Engineering en-

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employees, including society name, category of membership and responsibility.

Authority for maintenance of the system: 5 U.S.C. 552a; 7 CFR 2.60.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Promoting Professional Registration and involvement in Professional and/or Technical societies; and (2) Providing assistance (through the directory listing) to employees currently seeking professional registration; and (3) Providing recognition of employees' efforts in these endeavors.

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

Storage: The directory (records) in the form of a spiral-bound booklet is maintained at the applicable address(es) listed above. Also, each individual whose name appears in the directory receives a copy for his personal use.

Retrievability: The directory (records) is indexed by organization and unit within the Region and by name of individual listed therein.

Safeguards: Since a copy of this directory is sent to all the individuals listed in it, no identifiable safeguards exist. Employees are instructed to treat the directory as an Official Forest Service document for in-service only.

Retention and disposal: The directory (record) is maintained for the duration of an employee's registration or society affiliation. All information is deleted when (1) The employee is no longer employed within the region; (2) is no longer registered and/or is no longer affiliated with a professional society.

System manager(s) and address: Director, Engineering Staff Group, USDA—Forest Service, Eastern Region, 633 West Wisconsin Avenue, Milwaukee, Wisconsin 53203.

Notification procedures: Any Eastern Region employee, past or present, may request information regarding this directory system, or information as to whether the system contains records pertaining to him from the Director, Engineering Staff Group, at the address above. Telephone 414-224-3602, or the appropriate Forest Supervisor at the address previously listed. A request for information pertaining to an individual should contain: Name and address, Unit Headquarters and Particulars involved, i.e., Registered Surveyor, Registered Engineer, etc.

Record access procedures: Any individual may obtain information as to the procedure for gaining access to a record in the system which pertains to him, by submitting a written request to the appropriate official referred to in the preceding paragraph.

Contesting record procedures: Any individual may contest a record in the system by using the same procedures as those for requesting access.

Record source categories: Information in this system comes primarily from individual employees, the employee's supervisor, and line and staff officers.

USDA/FS—33

System name: Law enforcement Investigation Records, USDA/FS

System location: Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the nine Regional Offices and 123 Forest Supervisor Offices. The address for the Headquarters is Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue, SW., Washington, D.C., 20250; the addresses for Regional Foresters and Forest Supervisors are listed in 36 CFR 200.2, Subpart A.

Categories of individuals covered by the system: Subjects: Individuals against whom allegations of wrongdoing have been made. Principals: Individuals not named as subjects, but yet may be responsible for alleged violations. Complainants: Those who allege wrongdoing. Others: Those closely connected with the matter of investigation.

Categories of records in the system: Files containing investigative and other reports, correspondence, informal notes, statements of witnesses, names, addresses, social security records and dates of birth.

Authority for maintenance of the system: 16 U.S.C. 559.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Referral to appropriate agency, whether Federal, State, or local, charged with the responsibility of investigating or prosecuting a violation of law, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation, or order issued pursuant thereto; (2) Referral to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the

system which constitutes evidence in that proceeding, or which is sought in the course of discovery; (3) Referral to the Department of Justice for the defense of suits against the United States or its officers, or for the institution of suits for the recovery of claims by the United States Department of Agriculture; (4) Referral to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Data is stored on magnetic media and vertical file folders.

Retrievability: Files are maintained under 5340 designation, identified by the individual's name.

Safeguards: Staff are instructed to allow access to authorized persons only. The files are kept in locked file cabinets.

Retention and disposal: Files are retained indefinitely.

System manager(s) and address: Director, Fiscal and Accounting Management Staff, USDA—Forest Service, Washington, D.C., 20250 or the appropriate Regional Forester or Forest Supervisor at the address specified above.

Systems exempted from certain provisions of the act: This system has been exempted pursuant to 5 U.S.C. 552a(k)(2) from the requirements of 5 U.S.C. 552a(c)(3), (d), (e)(1), (3)(4)(G), (H), (I), and (J). See 7 CFR 1.23. This exemption will only be used to maintain the efficacy and integrity of lawful investigations, and to prevent access to certain law enforcement files which would alert subjects of investigations that their activities are being scrutinized and thus allow them time to take measures to prevent detection of illegal action or escape prosecution. Any individual who feels, however, that he has been denied any right, privilege or benefit for which he would otherwise be eligible as a result of the maintenance of such material may request access to the material. Such requests should be addressed to the appropriate system manager.

USDA/FS—34

System name: Land Adjustments (Purchase, Donation, Exchange) USDA/FS

System location: Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the nine Regional Offices, the ten Experiment Station Offices, Forest Supervisor Offices, and District Ranger Offices. The address for the Headquarters is Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue, SW., Washington, D.C., 20250; the addresses for Regional Foresters, Station Directors and Forest Supervisors are listed in 36 CFR 200.2, Subpart A; and addresses for District Rangers are in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Individuals who sell, donate, or exchange lands or interests in lands to or with the United States through the Forest Service, USDA.

Categories of records in the system: The system consists of complete files on individual land adjustment cases, including appraisal reports and justification statements for the land adjustment action being taken.

Authority for maintenance of the system: 40 U.S.C. 257, 16 U.S.C. 513-517, 16 U.S.C. 485-486; 16 U.S.C. 569, 16 U.S.C. 555, 40 U.S.C. 258a, 7 U.S.C. 1010, 1011(c), 7 U.S.C. 428(a), 43 U.S.C. 315g-1, 16 U.S.C. 555a, 16 U.S.C. 1131-1136, 16 U.S.C. 4601-9, 16 U.S.C. 484a, 42 U.S.C. 4601(6) 4601(8), 4621, 4622, 4651, 4653, National Trails 16 U.S.C. 1241-1249, Wild and Scenic Rivers 16 U.S.C. 1271-1287, National Recreation Areas 16 U.S.C. 460p et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referred to (1) Department of Justice for (a) filing condemnation in court and (b) for information in suits filed against the Government; (2) Bureau of Land Management for review of cases involving exchange of public domain lands; (3) Bureau of Outdoor Recreation for review in authorizing use of land and water conservation funds; (4) Treasury Department for tax purposes; (5) Federal Power Commission for licensing of Federal Power Commission projects; (6) Environmental Protection Agency for preparation of environmental statements; (7) Corps of Engineers for information on joint land acquisition projects; (8) General Accounting Office for review of specific cases; (9) Congressional Committees and members of congress for (a) National Forest Reservation Commission for approval of Weeks Law purchases or exchanges, and (b) to appropriation committees for budget purposes; (10) State and local governments for (a) compliance with OMB Circular A-95 and (b), for compliance with the Rare and

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Endangered Species Act and the Historic and Cultural Preservation Act.

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

Storage: Records are maintained in file folders at the applicable field offices and the Washington Office.

Retrievability: Records are indexed by name of individual involved in land adjustment case.

Safeguards: Records are kept in a locked official government office.

Retention and disposal: Records are retained at the applicable office until the cases are closed, at which time one combined record is retained by the applicable Regional Office for a period of twenty-five years, except for deeds and title papers which are retained permanently at the applicable Field Offices.

System manager(s) and address: Director, Lands, Forest Service, USDA, Washington, D.C., 20250 and designees at Region, Station, Forest, Ranger, Research Work Units and Project Headquarters Offices when applicable.

Notification procedure: Any individual may request information regarding this system of record or information as to whether the system contains a record pertaining to him from the Director, Lands, Forest Service, USDA, Washington, D.C., telephone 703-235-8212. He will advise the individual of the locations of any records and the local designated individual responsible for those records at the appropriate Field Offices. A request for information pertaining to an individual should contain:

Name, address, and any available particulars involved in the specific case, i.e., name of owner of properties, location of property and dates of any correspondence, if available, etc.

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

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

Record source categories: Information in this system comes primarily from individual landowners, employees of the agency or agencies to which cases are referred and contract real property appraisers or consultants which they hire.

USDA/FS-35

System name: Congressional Correspondence Records, USDA/FS.

System location: Records in this system are maintained at Forest Service Headquarters in Washington, D.C., the 9 Regional Offices, the 10 Experiment Station Offices, Area Offices, Forest Supervisor Offices, and District Ranger Offices. The address for the Headquarters is: Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue, SW., Washington, D.C. 20250; the addresses for Regional Foresters, Station Directors, Area Offices, and Forest Supervisors are listed in 36 C.F.R. 200.2, subpart A; and addresses for District Rangers are in the telephone directory of the applicable locality under the heading, U.S. Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Current Members of the House of Representatives and U.S. Senate.

Categories of records in the system: Files containing congressional letters with attached congressional constituent correspondence; copies of FS responses to written correspondence from congressional members; Congressional Record and newspaper clipping of statements made by Members of Congress on forestry, forestry legislation or the Forest Service; statistical data on Forest Service activities in the congressional district or State, that is, payments to States and counties from national forest receipts, by congressional district, county, State, and national forest acreage by congressional district, county and State; copies of letters to the record by Forest Service officials summarizing meetings with Congressmen and/or visits to Forest Service offices and National Forest System land by Members and Committees of Congress and their staffs, and biographies of Members of Congress.

Authority for maintenance of the system: 5 U.S.C. 201; 16 U.S.C. 582a-582a-7; U.S.C. 1601-1610.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To Members of Congress to enable them to (1) respond to constituents, (2) judge the agency's response to the constituent, (3) obtain factual information on National Forest acreage, Forest Service projects, receipts to States and local governments by district or State, (4) to prepare statements on forestry legislation and issues.

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

Storage: Records are stored in individual file folders.

Retrievability: Material is filed alphabetically by name.

Safeguards: All information in this file is a matter of public record and subject to the Freedom of Information Act. Special safeguards are not required.

Retention and disposal: Files are retained until a Member leaves Congress. Within the files, copies of correspondence are retained for 12 months. Factual material on Forest Service activities in the District or State are updated annually and previous material destroyed. Statements made in the Congressional Record are retained in the file until the entire file is destroyed.

System manager(s) and address: Director, Legislative Affairs, Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue, SW., Washington, D.C. 20250; appropriate Regional Information Officer; appropriate National Forest Administrative Officer.

Notification procedure: Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him by contacting the appropriate system manager.

Record access procedures: A request for information pertaining to an individual should contain: Name, address, and any available particulars involved in the specific case, that is, dates of correspondence, subject matter, et cetera.

Contesting record procedures: Use same procedures as for notification.

Record source categories: Records in this system come from U.S. Congressmen and replies from within the agency; attachments to congressional correspondence from constituents, newspapers, the Congressional Record, and Forest Service records.

USDA/FS-36

System name: Certified Timber Sale Administrators, USDA/FS.

System location: Forest Service Regional Headquarters and/or Forest Supervisor Headquarters. The addresses for these offices are listed in 36 C.F.R. 200.2, subpart A.

Categories of individuals covered by the system: Employees certified as administrators of timber sale contracts.

Categories of records in the system: Name, grade, and date of individual's certification. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management at addresses listed above.

Notification procedure: Requests should be directed to the system manager.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Forest Service records of administration experience and training.

USDA/FS-37

System name: Certified Timber Appraisers, USDA/FS.

System location: Office of the Regional Foresters, Forest Supervisors, and the Forest Manager, Savannah River Plant, Aiken, S.C. 29801; the addresses for these offices are listed in 36 C.F.R. 200.2 subpart A.

Categories of individuals covered by the system: Employees certified to appraise timber for sale.

Categories of records in the system: Name, grade, and date of individual's certification. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders.

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Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management at addresses listed above.

Notification procedure: Send requests for information to the system manager.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Forest Service records of appraisal experience, training, and written, oral or applied examinations.

USDA/FS—38

System name: Certified Check Scales, USDA/FS.

System location: Records in this system are maintained at the Southern Regional Office, 15 Forest Supervisor Offices and 1 Forest Manager Office. The address of the Southern Regional Office is: Forest Service, USDA, 1720 Peachtree Road, NW., Atlanta, Ga. 30309. The Forest Supervisor Offices are listed in 36 C.F.R. 200.2, subpart A, under Region 8, Southern Region. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O. Box A, Aiken, S.C. 29801.

Categories of individuals covered by the system: Employees qualified and authorized to check work of timber workers.

Categories of records in the system: Name, grade, and date of employees certification. Includes record of certification.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management at addresses listed above.

Notification procedure: Send requests for information to the appropriate system manager.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Forest Service records of administration experience, training, oral, and applied examination.

USDA/FS—39

System name: Certified Timber Marker, USDA/FS.

System location: At headquarters of 15 Forest Supervisor Offices in Region 8, Southern Region, as listed in 36 C.F.R. 200.2 subpart A, and one Forest Manager Office. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O. Box A, Aiken, S.C. 29801.

Categories of individuals covered by the system: Employees qualified to mark and make volume estimates of trees for sale.

Categories of records in the system: Name, grade, and date of individual's certification. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management at addresses listed above.

Notification procedure: Send requests to the appropriate system manager.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Forest Service Records of administration experience and training.

USDA/FS—40

System name: Certified Power Saw Operator, USDA/FS.

System location: At headquarters of 15 Forest Supervisor Offices in Region 8, Southern Region, as listed in 36 C.F.R. 200.2 subpart A, and one Forest Manager Office. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O. Box A, Aiken, S.C. 29801.

Categories of individuals covered by the system: Employees who qualify as saw operators.

Categories of records in the system: Name, grade, and date of individual's certification. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Timber Management at addresses listed above.

Notification procedure: Send requests to the appropriate system manager.

Record access procedures: Same as above.

Contesting record procedures: Same as above.

Record source categories: Forest Service records of administration experience, training. Information may also come from written, oral, and applied examination.

USDA/FS—41

System name: Certified Pesticide Applicators, USDA/FS.

System location: Records in this system are maintained at the Southern Regional Office and 15 Forest Supervisor Offices and one Forest Manager Office. The address of the Southern Regional Office is: Forest Service, USDA, 1720 Peachtree Road, NW., Atlanta, Ga. 30309. The Forest Supervisor Offices are listed in 36 C.F.R. 200.2 subpart A, under Region 8, Southern Region. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O. Box A, Aiken, S.C. 29801.

Categories of individuals covered by the system: Forest Service employees who have completed the necessary training to qualify as pesticide applicators.

Categories of records in the system: Name, grade, and date of certification and organization. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Director of Range, Timber, and Wildlife, Forest Service, USDA, 1720 Peachtree Road, NW., Atlanta, Ga. 30309, and the appropriate Forest Supervisor or Forest Manager at the address specified above.

Notification procedure: Any employee may request information regarding the system of records, or information as to whether the system contains records pertaining to him from the system manager. A request for information should contain the name, grade, date of certification, and organization.

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

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

Record source categories: Forest Service Records of Pesticide Application experience and training obtained from information in

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employee's personnel file information in this system may also come from written, oral and applied examinations.

USDA/FS-43

System name: Certified Prescriptionists, USDA/FS.

System location: At appropriate Regional headquarters and appropriate Forest Supervisor Offices and one Forest Manager Office. The addresses are listed in 36 C.F.R. 200.2 subpart A. The address for the Forest Manager is: Forest Manager, Savannah River Plant, P.O. Box A, Aiken, S.C. 29801.

Categories of individuals covered by the system: Forest Service employees who have completed the necessary training to qualify as Prescriptionists.

Categories of records in the system: Name, grade, and date of certification and organization. Includes record of certification action.

Authority for maintenance of the system: 16 U.S.C. 476.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

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

Storage: Records are maintained in file folders at the applicable address listed above.

Retrievability: Records are indexed by organization and name of individual certified.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained until superseded.

System manager(s) and address: Forest Supervisors and Forest Manager at the address specified above.

Notification procedure: Any employee may request information regarding the system of records or information as to whether the system contains records pertaining to him from the system manager. A request for information should contain name and date of certification.

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

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

Record source categories: Forest Service records of prescription experience and training obtained from information in the employee's personnel file. Information in the system may also come from written, oral, and applied examinations.

USDA/FS-43

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

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

Categories of individuals covered by the system: Employees and cooperators who are involved in wildland 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 wildland 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 Fire 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.

USDA/FS-44

System name: Pilot Qualification Record, USDA/FS.

System location: Records in this system are maintained at the Forest Service headquarters of the nine Regional Offices. Addresses are listed in 36 CFR 200.2 subpart A.

Categories of individuals covered by the system: Pilots employed by contractors, aircraft equipment rental vendors, and self-employed pilots providing aviation services to the USDA/FS.

Categories of records in the system: Form 5700-2, Pilot Qualification Record, which includes pilot licenses, ratings, medical examination, flying experience and training, accident records, any records of unsatisfactory performance, and evaluation checkflights and any other data bearing upon the suitability of a pilot.

Authority for maintenance of the system: 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: Referred to Bureau of Land Management and Office of Aircraft Services who contract for similar services.

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

Storage: Vertical file folders.

Retrievability: Indexed by the name of the individual.

Safeguards: Records are in the general files in a locked office.

Retention and disposal: Records are updated currently as needed and then filed in the National Archives in accordance with standard procedures. Names may be added or deleted from the list, as appropriate.

System manager(s) and address: Regional Aviation Officers located at the addresses listed above.

Notification procedure: Any individual may request information as to whether he is on the list by writing the system manager. A request for information pertaining to an individual should contain name, FAA pilot license number, and information as to previous employers while performing services for the agency.

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

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

Record source categories: Information in this system comes from Regional Aviation Officers, Contracting Officers, and pilot inspectors.

USDA/FS-45

System name: Accident Notification System, USDA/FS.

System location: The records in this system are maintained in the Forest Service Headquarters Office in Washington, D.C., Regional Offices, Forest Supervisor's Offices, and District Ranger Offices. Addresses of Forest Service offices are listed in the telephone directories of the respective cities under the heading: U.S. Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Forest Service personnel involved in accident investigations.

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Categories of records in the system: The system includes names, working titles, office and home telephone numbers.

Authority for maintenance of the system: 29 CFR 1900, Section 19, Occupational Safety and Health Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. Home telephone numbers are published in Forest Service Manuals.

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

Storage: Records are maintained in file folders or loose-leaf binders.

Retrievability: Records are indexed by last name.

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

Retention and disposal: The information in this system will be maintained currently; out-of-date information will be destroyed.

System manager(s) and address: Director of Personnel Management, Forest Service, U.S. Department of Agriculture, Room 910 RP/E, P.O. Box 2417, Washington, D.C. 20013.

Notification procedure: Any individual may request information regarding this system of records from the Washington Office Safety and Health Group, Regional Office, Forest Supervisor's Office, or District Ranger's Office.

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 and from other In-Service documents.

USDA/FS-46

System name: Independent Appraisers, USDA/FS.

System location: Office of the Director of Lands, Forest Service, USDA, Washington, D.C. and those of the Director's designees located in each Regional Forester's office and offices of Forest Supervisors, District Ranger's offices, and Project Headquarters of the Forest Service, USDA. Addresses of the field offices are listed in the telephone directory in the various communities where the headquarters are located under the heading: U.S. Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Appraisers who desire to contract their services with the Forest Service, USDA.

Categories of records in the system: Individual qualifications for appraisal assignments: educational background, appraisal courses taken, professional designations, qualifications as expert witness, clients and list of types of property appraised, years of appraisal experience, sample of work, and any other information the appraiser might provide to reflect his qualifications.

Authority for maintenance of the system: 40 U.S.C. 257, 16 U.S.C. 515-517, 7 U.S.C. 428a (a), 42 U.S.C. 4601 (6), (8), 4621, 4622, 4651, 4653, and other applicable purchase and exchange laws.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

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

Storage: Records are maintained in file folders at the applicable field offices and the Washington Office.

Retrievability: Records are indexed by name of individual.

Safeguards: Records are kept in a locked office.

Retention and disposal: Records are maintained and updated as long as there is a sufficient contracting need for the information. When there is no further need for contracting appraisal services or the period between contracting is such that there is no need is to maintain information on available appraisers, the file is destroyed.

System manager(s) and address: Director of Lands, Forest Service, USDA, Washington, D.C., or his designee at the Regional Forester's offices, offices of Forest Supervisors, Ranger Districts, or Project Headquarters.

Notification procedure: Any individual may request information regarding this system of records or information as to whether the system contains a record pertaining to him from the Director of

Lands, Forest Service, USDA, Washington, D.C. Telephone 703-235-8212. The individual will be advised of the location of any records and the local designated individual responsible for those records. A request for information pertaining to an individual should contain: name, address, and any available particulars involved in the specific case.

Record access procedures: Use same procedure described under notification procedures.

Contesting record procedures: Use same procedure described under notification procedures.

Record source categories: Information in this system is provided voluntarily by the independent appraisers, and may include information extracted from previous contracts.

USDA/FS-47

System name: Forest Service Placement Availability System, USDA/FS.

System location: The records in this system are maintained at the Forest Service headquarters in Washington, D.C., Regional Offices, Forest Supervisors' Offices, the Fort Collins Computer Center (FCCC) in Fort Collins, Colorado, and Research Experiment Stations located throughout the country. The address for the headquarters is Forest Service, U.S. Department of Agriculture, 12th and Independence Avenue SW., Washington, D.C. 20013. The address of all other Forest Service offices may be found in 36 CFR 200.2, Subpart A, or in the telephone directory of the applicable locality under the heading, United States Government, Department of Agriculture, Forest Service.

Categories of individuals covered by the system: Non-temporary Forest Service employees in all General Schedule series grades GS-1 through GS-15 and all General Merit series grades GM-13 through GM-15, who are presently covered by the Forest Service Merit Promotion Plan and located in organizational units that have a Placement Availability System.

Categories of records in the system: The system includes information on the above employees' availability for lateral reassignment—geographic availability, duration of current assignment, functional specialties for which available, reasons for desired move, restrictions, employee's name, social security number, current job category, past work experience codes, and supervisor's comments. It also provides each employee with an opportunity to indicate availability for short-term project assignments away from the regular work site and availability to be nominated by management for competitive promotional opportunities.

Authority for maintenance of the system: 5 CFR 335.102.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Disclosure may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

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

Storage: Records may be stored at FCCC in magnetic tape, disk or other formats, as well as on input forms prepared by covered employees which may be stored manually in file folders.

Retrievability: Records are indexed by employees' last name, social security number, organizational unit, category of availability, and category of organizational interest.

Safeguards: Records are kept in either locked filing cabinets or in computer files which are accessible only by special code.

Retention and disposal: Records will be maintained on individuals in the Forest Service or organizational units which elect to have a Placement Availability System. Records may be maintained on employees who have voluntary applications or file for lateral reassignment to organizational units which elect a Placement Availability System. Records will be destroyed on individuals who leave organizational units which have a Placement Availability System.

System manager(s) and address: Director of Personnel Management, Forest Service, U.S. Department of Agriculture, Room 910 RP-E, P.O. Box 2417, Washington, D.C. 20013, or the appropriate Regional Personnel Officer or the appropriate Research Station Assistant Director for Administrative Support Services.

Notification procedure: Any employee may request information regarding the system of records, or information as to whether the system contains records pertaining to him or her from the system manager. A request for information should contain the individual's name and social security number and organizational unit.

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

Contesting record procedures: Individual records may be amended or updated at any time, as the individual employee desires. Any part of an employee's record may be contested by that individual. The servicing personnel office will provide procedural advice.

Record source categories: The information in the records is furnished by the individual employee, the employee's immediate supervisor and/or unit supervisor.

USDA/FS-48

System name: YCC Long-term Benefit Evaluation, USDA/FS.

System location: Rocky Mountain Forest and Range Experiment Station, 140 West Prospect Street, Fort Collins, CO 80521.

Categories of individuals covered by the system: Former YCC enrollees and their parents or guardians, unsuccessful applicants to the YCC program and their parents or guardians, and individuals in communities local to YCC camps.

Categories of records in the system: Name and address of above persons, signed statement of person's willingness to participate in the study, identification number for each person (not social security number), responses on questionnaires completed at each phase of the study by respondents. Questionnaires will solicit information from respondents on the benefits of the YCC program to the enrollees, to the parents to the community, and to society in general. This information will pertain to the following broad classes of benefits:

- a. Increased awareness and appreciation of the environment.
- b. Improved work habits and work skills.
- c. Improved ability to get along with others.
- d. Increased self-confidence.
- e. Improvement in the enrollee's basic orientation to life (greater awareness of and direction toward life goals, more physically fit, etc.).
- f. Other related benefits of lesser significance.

Questionnaires will also solicit demographic information (race, sex, age, education, etc.) from enrollees.

Authority for maintenance of the system: 16 U.S.C. 1701-1706.

Retention and disposal: Records maintained in the system, including categories of users and the purposes of such uses: Disclosure may be made to Colorado State University and the U.S. Department of the Interior. Disclosure may be made to a Congressional Office from the records of an individual in response to an inquiry from the Congressional Office made at the request of that individual.

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

Storage: Information will be kept on keypunch cards or data tapes.

Retrievability: Names and addresses of respondents will be kept for the purpose of mailing questionnaires only. An ID number will be assigned to each individual and will be used to determine who has or has not returned the questionnaire and to trace the changes in responses. Names and/or addresses of the respondents will not be associated with the responses on the questionnaires in any way.

Safeguards: The information on respondents obtained in the study is not potentially damaging, but all information will be kept in a small locked room. People who will have access to the information will be those directly involved with the evaluation study; the two principal investigators, the project director, two research assistants and the computer programmer and keypuncher. All personnel involved with the study will be instructed on the proper handling of the data.

Retention and disposal: The names and addresses will be destroyed by December 30, 1983. The remaining statistical data will be maintained indefinitely.

System manager(s) and address: Director, Human Resource Programs, USDA, Forest Service, 12th and Independence, Washington, D.C. 20013.

Notification procedure: Any individual may request information regarding the system of records, or information as to whether the system contains records pertaining to him by contacting the system manager.

Record access procedures: To obtain information on the procedure for obtaining access to the records, write to system manager using the above address.

Contesting record procedures: Use the same procedures as for record access.

Record source categories: Names and addresses of enrollees from lists of enrollees at each camp; parents of enrollees from the enrollees whose names are obtained from the camp lists; unsuccessful appli-

cants maintained by YCC administrators in Washington, D.C. and from lists of unsuccessful applicants maintained by agencies in those states not included in the Washington, D.C. list; parents of unsuccessful applicants from the unsuccessful applicants; individuals in communities near YCC camps from those involved in the YCC program and others who would be aware of the people in the communities local to YCC camps who are knowledgeable about the program and could provide valuable information on the program's benefits; other categories are self-explanatory.

USDA/FS-49

SYSTEM NAME:

USDA/FS-49. Roster of Forestry and Natural Resources Expertise.

SYSTEM LOCATION:

The records in this system are maintained at the office of the USDA, Forest Service, International Forestry Staff, P.O. Box 96090, Washington, DC 20013-6090.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

The system includes records of individuals from local, State and Federal agencies, the private sector, and the university community who are seeking international assignments in forestry or natural resources with the Forest Service, the United States Agency for International Development, the United States Peace Corps, or other cooperating agencies and organizations.

CATEGORIES OF RECORDS IN THE SYSTEM:

The system consists of a summary of each applicant's qualifications, a resume or other documentation providing detailed information relative to education and/or experience, and related correspondence. The system will also contain the addresses and phone numbers where individuals can be contacted.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 1302; 7 U.S.C. 1736; and 22 U.S.C. 2386-2388, 2392, 2513.

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

(1) Information from this system of records is used by authorized agency officials to identify and locate qualified forestry and natural resources professionals for international assignments. Information is made available to agency contracting offices to determine if Federal employees with required qualifications are available for specific international assignments, or to initiate development of an acquisition and to facilitate competitive selection in the issuance of agency acquisitions. Referral of information is also made to authorized individuals of other Federal agencies or international organizations seeking technically qualified individuals in the fields of forestry and natural resources, and to current U.S. Agency

21.3 - Exhibit 01--Continued

for International Development contractors seeking qualified professionals to perform authorized international forestry and natural resources tasks for United States Government agencies:

(2) Disclosure to the Department of Justice for use in litigation when USDA, or any component thereof, or any employee of USDA in his or her official capacity, or any employee of USDA in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, where USDA determines the litigation is likely to affect USDA or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by USDA to be relevant and necessary to the litigation, provided, however, that in each case, USDA determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

(3) Disclosure in a proceeding before a court or adjudicative body before which USDA is authorized to appear, when USDA or any component thereof, or any employee of USDA in his or her official capacity, or any employee of USDA in his or her individual capacity where USDA has agreed to represent the employee, or the United States, where USDA determines that litigation is likely to affect USDA or any of its components, is a party to litigation or has an interest in such litigation and USDA determines that use of such records is relevant and necessary to the litigation, provided, however, that in each case, USDA determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

(4) Referral to the appropriate agency, where Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, or particular program statute, or by rule, regulation, or order issued pursuant thereto.

(5) To answer congressional inquiries

made at the request of the individual from whose record information is disclosed.

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

STORAGE:

Records are maintained in file folders at the agency address listed above; qualification summaries are maintained in an automated database for easy retrieval.

RETRIEVABILITY:

Paper records are indexed alphabetically and/or by identification number. Automated records may be retrieved by experience, education, language capability, employment status or other criteria required for the successful conduct of proposed assignments or acquisitions.

SAFEGUARDS:

All records containing personal information are maintained in secured file cabinets and in secured computer rooms.

RETENTION AND DISPOSAL:

Until the National Archives and Records Administration determines an appropriate retention and disposal schedule for these records, they will be retained indefinitely in accordance with Forest Service Handbook 6209.11, Records Management Handbook.

SYSTEMS MANAGER AND ADDRESS:

Special Projects Coordinator, Forestry Support Program, International Forestry Staff, USDA Forest Service, P.O. Box 96090, Washington, DC 20013-6090.

NOTIFICATION PROCEDURE:

Individuals may request information regarding this system of records, or information as to whether the system contains records pertaining to them from the Special Projects Coordinator, Forestry Support Program (address above). A request for information should contain name, address, and particulars involved (for example, the date of action giving rise to the inquiry or complaint).

RECORD ACCESS PROCEDURES:

Individuals who wish to gain access to or amend records pertaining to themselves should submit a written request to the Special Projects Coordinator, Forestry Support Program (address above). The envelope and letter should be marked "Privacy Act Request."

CONTESTING RECORD PROCEDURES:

Same as record access procedures

RECORD SOURCE CATEGORIES:

Information in this system comes from applicants for agency acquisition or Federal employees interested in international forestry or natural resources development assignments

Forest Service Handbook 6209.13 – Freedom of Information Act/Privacy Act Handbook
Chapter 20 - Privacy Act of 1974
Amendment: 6209.13-1994-1
Effective date: December 08, 1994

21.4 - Other Agencies' Privacy Act Systems of Records That Affect Forest Service. (Ex. 01.)

21.4 - Exhibit 01

OTHER AGENCIES' PRIVACY ACT SYSTEMS OF RECORDS

USDA/OP-1

SYSTEM NAME:

Personnel and Payroll System for
USDA Employees, USDA/OP.

SYSTEM LOCATION:

Office of Personnel, USDA,
Washington, D.C.; the National Finance
Center, New Orleans, Louisiana; the
GSA Federal Data Processing Center,
Anchorage, Alaska; the San Antonio
Data Service Center, San Antonio,
Texas; and the personnel offices at the
following locations:

ALABAMA—Soil Conservation Service
State Office, Soil Conservation Building, 665
Opelika Road, Auburn, Alabama 36830;
Farmers Home Administration State Office,
Aronov Building, Room 717, 474 E. Court
Street, Montgomery, Alabama 36104; Forest
Service National Forest, National Forests in
Alabama, 1765 Highland Avenue,
Montgomery, Alabama 36107.

ALASKA—Forest Service National Forest,
Chugach National Forest, Suite 236, 2221 E.
Northern Lights Boulevard, Anchorage,
Alaska 99508; Soil Conservation Service
State Office, 2221 E. Northern Lights
Boulevard, Anchorage, Alaska 99502; Forest
Service Regional Office, Federal Office
Building, P.O. Box 1828, Juneau, Alaska 99802;
Forest Service National Forest, Tongass
National Forest, Ketchikan Area, Federal
Building, Ketchikan, Alaska 99901; Farmers
Home Administration State Office, P.O. Box
1286, Palmer, Alaska 99645; Forest Service
National Forest, Tongass National Forest,
Stikine Area, Box 309, Petersburg, Alaska
99633; Forest Service National Forest,
Tongass National Forest, Chatham Area, P.O.
Box 1080, Sitka, Alaska 99835.

ARIZONA—Forest Service National
Forest, Coconino National Forest, 2323 E.
Greenlaw Lane, Flagstaff, Arizona 86001;
Forest Service, Rocky Mountain Forest and
Range Experiment Station, Forestry Sciences
Laboratory, Northern Arizona University,
Flagstaff, Arizona 86001; Agricultural
Marketing Service Milk Market Office, 1121

E. Missouri Street, Phoenix, Arizona 85014;
Farmers Home Administration State Office,
Federal Building, Room 3433 230 North First
Avenue, Phoenix, Arizona 85025; Soil
Conservation Service State Office, 230 North
First Avenue, 3006 Federal Building, Phoenix,
Arizona 85025; Forest Service National
Forest, Tonto National Forest, 102 S. 28th
Street, Phoenix, Arizona 85008; Forest Service
National Forest, Prescott National Forest, 344
S. Cortez, Prescott, Arizona 86301; Forest
Service National Forest, Apache-Sitgreaves
National Forest, Federal Building, P.O. Box
640, Springerville, Arizona 85938; Forest
Service National Forest, Coronado National
Forest, Federal Building, 301 W. Congress,
Tucson, Arizona 85701; Forest Service
National Forest, Kaibab National Forest, 800
S. 8th Street, Williams, Arizona 86046.

ARKANSAS—Forest Service National
Forest, Ouachita National Forest, Federal
Building, Reserve and Broadway Streets, P.O.
Box 1270, Hot Springs National Park,
Arkansas 71901; Agricultural Marketing
Service Milk Market Office, 3518 W.
Roosevelt Rd., P.O. Box 4225, Little Rock,
Arkansas 72204; Farmers Home
Administration State Office, 5529 Federal
Office Building, P.O. Box 2778, 700 W.
Capitol, Little Rock, Arkansas 72203; Forest
Service National Forest, Ozark-St. Francis
National Forest, 605 W. Main, P.O. Box 1008,
Russellville, Arkansas 72801; Soil
Conservation Service State Office, Federal
Office Building, 700 W. Capitol St., Little
Rock, Arkansas 72203.

CALIFORNIA—Animal and Plant Health
Inspection Service, PPQ Western Region, 620
Central Avenue, Building 2B, Alameda,
California 94501; Forest Service National
Forest, Modoc National Forest, 441 N. Main
Street, Alturas, California 96101; Agricultural
Research Service, Western Region, Regional
Administrative Office, 1333 Broadway, Suite
400, Oakland, California 94612; Forest
Service, Pacific Southwest Forest and Range
Experiment Station, 1980 Addison Street, P.O.
Box 245, Berkeley, California 94701; Forest
Service National Forest, Inyo National Forest,
873 N. Main Street, Bishop, California 93514;
Soil Conservation Service State Office, 2828
Chiles Rd., Davis, California 95618; Forest
Service National Forest, Six Rivers National
Forest, 807 F Street, Eureka, California 95501;
Forest Service National Forest, Sierra
National Forest, Federal Building, Room 3017,
1130 O Street, Fresno, California 93721; Forest
Service National Forest, Los Padres National
Forest, 42 Aero Camino, Goleta, California
93117; Forest Service National Forest, Tahoe
National Forest, Highway 49, Nevada City,
California 95959; Forest Service National
Forest, Angeles National Forest, Room 300,
150 S. Robles Avenue, Pasadena, California
91101; Forest Service National Forest,
Eldorado National Forest, 100 Ford Road,
Placerville, California 95667; Forest Service
National Forest, Sequoia National Forest, 900

Chapter 20 - Privacy Act of 1974

Amendment: 6209.13-1994-1

Effective date: December 08, 1994

21.4 - Exhibit 01--Continued

W. Grand Avenue, Porterville, California 93257; Forest Service National Forest, Plumas National Forest, 159 Lawrence Street, P.O. Box 1500, Quincy, California 95971; Forest Service National Forest, Shasta-Trinity National Forest, 2400 Washington Avenue, Redding, California 96001; Forest Service National Forest, San Bernardino National Forest, 144 N. Mountain View Avenue, San Bernardino, California 92408; Forest Service National Forest, Cleveland National Forest, 880 Front Street, Room 6-S-6, San Diego, California 92168; Food and Nutrition Service Western Regional Office, 550 Kearny Street, Room 400, San Francisco, California 94108; Forest Service Regional Office, 630 Sansome Street, San Francisco, California 94111; Forest Service National Forest, Stanislaus National Forest, 19777 Greenley Road, Sonoma, California 95370; Forest Service, Lake Tahoe Basin Management Unit, 870 Emerald Bay Road, P.O. Box 8485, South Lake Tahoe, California 95721; Forest Service National Forest, Lassen National Forest, 707 Nevada Street, Susanville, California 96130; Forest Service National Forest, Mendocino National Forest, 420 E. Laurel Street, Willows, California 95968; Farmers Home Administration State Office, 459 Cleveland Street, Woodland, California 95695; Forest Service National Forest, Klamath National Forest, 1512 Fairlane Road, Yreka, California 96097.

COLORADO—Forest Service National Forest, Grand Mesa-Uncompahgre-Gunnison National Forests, 2250 Highway 50, Delta, Colorado 81416; Agricultural Marketing Service Milk Market Office, 2600 S. Parker Road, P.O. Box 440880, Aurora, Colorado 80044; Farmers Home Administration State Office, 1 Diamond Plaza, Room 251, 2490 W. 26th Avenue, Denver, Colorado 80211; Soil Conservation Service State Office, 1 Diamond Plaza, Room 313, 2490 W. 26th Avenue, Denver, Colorado 80217; Forest Service National Forest, San Juan National Forest, Federal Building, 701 Camino Del Rio, Durango, Colorado 81301; Forest Service, Rocky Mountain Forest and Range Experiment Station, 240 W. Prospect Street, Fort Collins, Colorado 80528; Forest Service National Forest, Arapaho-Roosevelt National Forest, 240 W. Prospect Street, Ft. Collins, Colorado 80528; Forest Service National Forest, White River National Forest, Old Federal Building, Box 948, Glenwood Springs, Colorado 81602; Forest Service Regional Office, 11177 W. 8th Avenue, P.O. Box 25127, Lakewood, Colorado 80225; Forest Service National Forest, Rio Grande National Forest, 1803 W. Highway 160, Monte Vista, Colorado 81144; Forest Service National Forest, Pike-San Isabel National Forests, 1920 Valley Drive, Pueblo, Colorado 81008; Forest Service National Forest, Routt National Forest, Hunt Building, 117 10th Street, P.O. Box 1198, Steamboat Springs, Colorado 80477; Food and Nutrition Service Mountain Plains Regional Office, 2420 W. 26th Avenue, Denver, Colorado 80211.

CONNECTICUT—Forest Service Northeastern Forest Experiment Station, Center for Biological Control of Northern Forest Insects and Disease, 51 Mill Pond Road, Hamden, Connecticut 06514; Soil Conservation Service State Office, Mansfield

Professional Park, Route 44A, Storrs, Connecticut 06268.

DELAWARE—Farmers Home Administration State Office, Robasotti Building, 151 E. Chestnut Hill Road, Suite 2, Newark, Delaware 19713.

FLORIDA—Agriculture Marketing Service Milk Market Office, 2828 E. Oakland Park Boulevard, P.O. Box 11368, Ft. Lauderdale, Florida 33336; Farmers Home Administration State Office, Federal Building, Room 214, 401 S.E. First Avenue, P.O. Box 1068, Gainesville, Florida 32602; Soil Conservation Service State Office, Federal Building, 401 S.E. 1st Avenue, Gainesville, Florida 32602; Forest Service National Forest Service National Forest, National Forests in Florida, 2586 Segate Drive, P.O. Box 13548, Tallahassee, Florida 32308.

GEORGIA—Agriculture Marketing Service Milk Market Office, 3610 Interstate 85, N.E., Suite 109, P.O. Box 49025, Atlanta, Georgia 30359; Forest Service Regional Office, Suite 612, 1720 Peachtree Road, N.W., Atlanta, Georgia 30367; Farmers Home Administration State Office, 355 E. Hancock Avenue, Stephens Federal Building, Athens, Georgia 30601; Soil Conservation Service State Office, Federal Building, 355 E. Hancock Avenue, Athens, Georgia 30615; Forest Service National Forest, Chattahoochee-Oconee National Forest, 601 Broad Street, S.E., Gainesville, Georgia 30601; Food and Nutrition Service Southeast Regional Office, 1100 Spring Street, N.W., Atlanta, Georgia 30387.

HAWAII—Soil Conservation Service State Office, 300 Ala Moana Boulevard, Honolulu, Hawaii 96850; Farmers Home Administration State Office, 345 Kekuaanaa Street, Hilo, Hawaii 96720.

IDAHO—Farmers Home Administration State Office, Federal Building, Room 429, 304 N. 8th Street, Boise, Idaho 83702; Forest Service National Forest, Boise National Forest, 1750 Front Street, Boise, Idaho 83702; Soil Conservation Service State Office, 304 N. 8th Street, Boise, Idaho 83702; Forest Service National Forest, Challis National Forest, Forest Service Building, Highway 93, P.O. Box 404, Challis, Idaho 83228; Forest Service National Forest, Idaho Panhandle National Forests, 1201 Ironwood Drive, Coeur d'Alene, Idaho 83814; Forest Service National Forest, Nezperce National Forest, 319 E. Main Street, Grangeville, Idaho 83530; Forest Service National Forest, Payette National Forest, Forest Service Building, P.O. 1028, McCall, Idaho 83638; Forest Service National Forest, Clearwater National Forest, Rt. 1, Orofino, Idaho 83544; Forest Service National Forest, Caribou National Forest, 250 S. 4th Avenue, Pocatello, Idaho 83201; Forest Service National Forest, Targhee National Forest, 420 N. Bridge Street, P.O. Box 208, St. Anthony, Idaho 83445; Forest Service National Forest, Salmon National Forest, Forest Service Building, Salmon, Idaho 83467; Forest Service National Forest, Selkirk National Forest, 1525 Addison Avenue, E., Twin Falls, Idaho 83301.

ILLINOIS—Farmers Home Administration State Office, 2106 W. Springfield Avenue, Champaign, Illinois 61821; Soil Conservation Service State Office, Springer Federal Building, 301 N. Randolph Street, Champaign,

Illinois 61820; Agriculture Marketing Service Milk Market Office, 800 Roosevelt Rd., Building A, Glen Ellyn, Illinois 60137; Food and Nutrition Service Midwest Regional Office, 50 E. Washington Street, Chicago, Illinois 60602; Forest Service National Forest, Shawnee National Forest, 317 E. Poplar Street, Harrisburg, Illinois 62948; Agriculture Research Service, North Central Regional Administrative Office, 2000 W. Pioneer Parkway, Peoria, Illinois 61615.

INDIANA—Forest Service National Forest, Wayne-Hoosier National Forest, 1815 J Street, Bedford, Indiana 47421; Farmers Home Administration State Office, Suite 1700, 5610 Crawfordville Road, Indianapolis, Indiana 46224; Soil Conservation Service State Office, Corporate Square-West, 5610 Crawfordville Road, Indianapolis, Indiana 46224.

IOWA—Farmers Home Administration State Office, Federal Building, Room 873, 210 Walnut Street, Des Moines, Iowa 50308; Soil Conservation Service State Office, Federal Building, Room 823, 210 Walnut Street, Des Moines, Iowa 50308.

KANSAS—Agriculture Marketing Service Milk Market Office 7819 Conser Pl., P.O. Box 4608, Overland Park, Kansas 66204; Soil Conservation Service State Office, 780 S. Broadway, Salina, Kansas 67401; Farmers Home Administration State Office, 444 S.E. Quincy St., Topeka, Kansas 66663.

KENTUCKY—Forest Service, Northeastern Forest Experiment Station, Forestry Science Laboratory, 204 Center Street, Berea, Kentucky 40303; Farmers Home Administration State Office, 333 Waller Avenue, Lexington, Kentucky 40504; Soil Conservation Service State Office, 333 Waller Avenue, Lexington, Kentucky 40504; Agriculture Marketing Service Milk Market Office, 3920 Bardstown Rd., P.O. Box 18030, Louisville, Kentucky 40218; Forest Service National Forest, Daniel Boone National Forest, 100 Vaughn Road, Winchester, Kentucky 40391.

LOUISIANA—Farmers Home Administration State Office, 3727 Government Street, Alexandria, Louisiana 71301; Soil Conservation Service State Office, 3737 Government Street, Alexandria, Louisiana 71301; Agriculture Marketing Service Milk Market Office, 3001 Lakeside Drive, P.O. Box 7250, Metairie, Louisiana 70010; Agriculture Research Service Southern Regional Administrative Office, 701 Loyola Ave., P.O. Box 53328, New Orleans, Louisiana 70153; Forest Service Southern Experiment Station, T-10210 U.S. Postal Service Building, 701 Loyola Avenue, New Orleans, Louisiana 70113; Office of Administrative Systems, National Finance Center, Human and Material Resources Branch, P.O. Box 60,000 New Orleans, Louisiana 70180; Forest Service National Forest, Kisatchie National Forest, 2500 Shreveport Highway, Pineville, Louisiana 71360.

MAINE—Farmers Home Administration State Office, USDA Office Building, Orono, Maine 04473; Soil Conservation Service State Office, USDA Building, University of Maine, Orono, Maine 04473.

MARYLAND—Agriculture Research Service, Northeastern Regional

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Administrative Office, Room 107, Building 008, BARC-W, Beltsville, Maryland 20705; Soil Conservation Service State Office, Hartwick Building, Room 322—4321 Hartwick Road, College Park, Maryland 20740; Agricultural Research Service, Administrative Management, Personnel Division, Federal Center Building, Room 833, Hyattsville, Maryland 20872; Animal and Plant Health Inspection Service, PPQ Non-Regional Administrative Operations Office, Federal Building, Room 623, Hyattsville, Maryland 20782.

MASSACHUSETTS—Soil Conservation Service State Office, 451 West Street, Amherst, Massachusetts 01002; Agricultural Marketing Service Milk Market Office, 60 Canal Street, P.O. Box 1478, Boston, Massachusetts 02205; Farmers Home Administration State Office, 451 West Street, Amherst, Massachusetts 01002; Food and Nutrition Service, New England Regional Office, 33 North Avenue, Burlington, Massachusetts 01803.

MICHIGAN—Agricultural Marketing Service Milk Market Office, 2694 W., 11 Mile Road, Berkley, Michigan 48072; Forest Service National Forest, Huron-Manistee National Forest, 421 S. Mitchell Street, Cadillac, Michigan 49601; Farmers Home Administration State Office, 1405 S. Harrison Road, Room 208, East Lansing, Michigan 48823; Soil Conservation Service State Office, 1405 S. Harrison Road, East Lansing, Michigan 48823; Forest Service National Forest, Huerfano National Forest, 2727 N. Lincoln Road, Escanaba, Michigan 49829; Forest Service National Forest, Ottawa National Forest, U.S. 2 East, Ironwood, Michigan 49938.

MINNESOTA—Forest Service National Forest, Chippewa National Forest, Cass Lake, Minnesota 56633; Forest Service National Forest, Superior National Forest, Box 338, Duluth, Minnesota 55801; Agricultural Marketing Service Milk Market Office, 4570 W. 77th Street, Suite 210, Minneapolis, Minnesota 55435; Animal and Plant Health Inspection Service Field Servicing Office, Butler Sq., W., 5th Fl., 100 N. 8th Street, Minneapolis, Minnesota 55403; Farmers Home Administration State Office, 252 Federal Office Building and U.S. Court House, St. Paul, Minnesota 55101; Food Safety and Inspection Service, Personnel Operations Branch, Butler Sq., W., 4th Floor, 100 N. 8th Street, Minneapolis, Minnesota 55403; Forest Service, North Central Forest Experiment Station, 1892 Folwell Avenue, St. Paul, Minnesota 55108; Soil Conservation Service State Office, 200 Federal Building and U.S. Courthouse, 316 N. Roberts St., St. Paul, Minnesota 55101; Forest Service, Northeastern Area State and Private Forestry, 1892 Folwell Avenue, St. Paul, Minnesota 55108.

MISSISSIPPI—Animal and Plant Health Inspection Service, PPQ Southeastern Region, 3505 25th Avenue, P.O. Box 3650, Gulfport, Mississippi 39503; Farmers Home Administration State Office, Federal Building, Room 831, Jackson, Mississippi 39209; Soil Conservation Service State Office, Federal Building, 100 W. Capitol St., Jackson, Mississippi 39209; Forest Service National Forest, National Forests in Mississippi, 100

W. Capitol Street, Suite 1141, Jackson, Mississippi 39209;

MISSOURI—Farmers Home Administration State Office, 555 Vandiver Dr., Columbia, Missouri 65202; Soil Conservation Service State Office, 555 Vandiver Dr., Columbia, Missouri 65202; Agricultural Stabilization and Conservation Service, Kansas City Management Office, 6550 Ward Pk., Kansas City, Missouri 64114; Forest Service National Forest, Mark Twain National Forest, 401 Fairgrounds Road, Rolla, Missouri 65401; Agricultural Marketing Service Milk Market Office, 2350 Schuetz Road, P.O. Box 1466, Maryland Heights, Missouri 63043; Farmers Home Administration Finance Office, 1520 Market St., St. Louis, Missouri 63103.

MONTANA—Forest Service National Forest, Custer National Forest, P.O. Box 2566, Billings, Montana 59103; Farmers Home Administration State Office, Federal Building, P.O. Box 850, Bozeman, Montana 59715; Forest Service National Forest, Gallatin National Forest, Federal Building, P.O. Box 130, Bozeman, Montana 59715; Soil Conservation Service State Office, Federal Building, 32 E. Babcock, Bozeman, Montana 59715; Forest Service National Forest, Deerlodge National Forest, Federal Building, P.O. Box 400, Butte, Montana 59703; Forest Service National Forest, Beaverhead National Forest, 810 N. Montana Street, P.O. Box 1258, Dillon, Montana 59725; Forest Service National Forest, Lewis and Clark National Forest, Casco Building, 1601 Second Avenue, N., P.O. Box 871, Great Falls, Montana 59403; Forest Service National Forest, Bitterroot National Forest, 316 N. Third Street, Hamilton, Montana 59840; Forest Service National Forest, Helena National Forest, Federal Office Building, Drawer 10014, Helena, Montana 59624; Forest Service National Forest, Flathead National Forest, 1935 Third Avenue, E., P.O. Box 147, Kalispell, Montana 59901; Forest Service National Forest, Kootenai National Forest, West Highway 2, Libby, Montana 59923; Forest Service Regional Office, Federal Building, P.O. Box 7866, Missoula, Montana 59807; Forest Service National Forest, Lolo National Forest, Building 24, Ft. Missoula, Missoula, Montana 59801; Forest Service, Intermountain Forest and Range Experiment Station, Forestry Sciences and Northern Forest Fire Laboratories, Drawer G, Missoula, Montana 59806; Forest Service, Aerial Fire Depot, Box 6, Airport Terminal, Missoula, Montana 59802.

NEBRASKA—Forest Service National Forest, Nebraska National Forest, 270 Pine Street, Chadron, Nebraska 69337; Farmers Home Administration State Office, Federal Building, Room 308, 100 Centennial Mall North, Lincoln, Nebraska 68508; Soil Conservation Service State Office, Federal Building, 100 Centennial Mall, N., Lincoln, Nebraska 68501.

NEVADA—Forest Service National Forest, Humboldt National Forest, 978 Mountain City Highway, Elko, Nevada 89801; Soil Conservation Service State Office, U.S. Post Office Building, Room 234, 50 S. Virginia Street, Reno, Nevada 89505; Forest Service National Forest, Toiyabe National Forest, 111 N. Virginia Street, Room 601, Reno, Nevada 89501.

NEW HAMPSHIRE—Forest Service, Northeastern Forest Experiment Station, Louis C. Wyman Forestry Sciences Laboratory, P.O. Box 640, Durham, New Hampshire 03824; Soil Conservation Service State Office, Federal Building, Durham, New Hampshire 03824; Forest Service National Forest, White Mountain National Forest, 719 Main Street, Federal Building, P.O. Box 638, Laconia, New Hampshire.

NEW JERSEY—Animal and Plant Health Inspection Service, PPQ Northeastern Region, Blason II, 1st Floor, 505 S. Lenola Road, Moorestown, New Jersey 08057; Food and Nutrition Service Mid-Atlantic Regional Office, Mercer Corporate Park, Corporate Boulevard, P.O. Box CN02150, Robbinsville, New Jersey 08861; Soil Conservation Service State Office, 1370 Hamilton Street, Somerset, New Jersey 08873; Farmers Home Administration State Office, 1 Vahlsing Center, Robbinsville, New Jersey 08861.

NEW MEXICO—Forest Service National Forest, Lincoln National Forest, Federal Building, 11th and New York Avenue, Alamogordo, New Mexico 88310; Farmers Home Administration State Office, Federal Building, Room 3414, 817 Gold Avenue, S.W., Albuquerque, New Mexico 87102; Forest Service Regional Office, 817 Gold Avenue, S.W., Albuquerque, New Mexico 87102; Forest Service National Forest, Cibola National Forest, 10308 Candelaria, N.E., Albuquerque, New Mexico 87112; Soil Conservation Service State Office, 817 Gold Avenue, S.W., Albuquerque, New Mexico 87103; Forest Service National Forest, Santa Fe National Forest, 1220 St. Francis Drive, P.O. Box 1669, Santa Fe, New Mexico 87501; Forest Service National Forest, Gila National Forest, 2610 N. Silver Street, Silver City, New Mexico 88061; Forest Service National Forest, Carson National Forest, Forest Service Building, P.O. Box 558, Taos, New Mexico 87571.

NEW YORK—Agricultural Research Service, Plum Island Animal Disease Center, P.O. Box 648, Greenport, Long Island, New York 11944; Agricultural Marketing Service Milk Market Office, 708 Third Avenue, New York, New York 10017; Farmers Home Administration State Office, U.S. Courthouse and Federal Building, Room 871, 100 S. Clinton Street, Syracuse, New York 13202; Soil Conservation Service State Office, James M. Hanley Federal Building, 100 S. Clinton Street, Syracuse, New York 13202.

NORTH CAROLINA—Forest Service, Southeastern Forest Experiment Station, 200 Weaver Boulevard, Asheville, North Carolina 28804; Forest Service National Forest, National Forests in North Carolina, 80 S. French Broad Avenue, P.O. Box 2750, Asheville, North Carolina 28802; Farmers Home Administration State Office, Room 514, 310 New Bern Avenue, Raleigh, North Carolina 27601; Soil Conservation Service State Office, Federal Office Building, 310 New Bern Avenue, Raleigh, North Carolina 27611.

NORTH DAKOTA—Farmers Home Administration State Office, Federal Building, Room 208, 3rd and Rosser Avenue, Bismarck, North Dakota 58501; Soil Conservation Service State Office, Federal Building, Rosser

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Avenue and Third Street, Bismarck, North Dakota 58502.

OHIO—Agricultural Marketing Service Milk Market Office, 7851 Freeway Circle, Middleburg Heights, P.O. Box 30128, Cleveland, Ohio 44130; Agricultural Marketing Service Milk Market Office, 5960 Sharon Woods Boulevard, P.O. Box 29228, Columbus, Ohio 43239; Farmers Home Administration State Office, Federal Building, Room 507, 200 N. High Street, Columbus, Ohio 43215; Soil Conservation Service State Office, 880 N. High Street, Columbus, Ohio 43215.

OKLAHOMA—Farmers Home Administration State Office, Agricultural Center Office Building, Stillwater, Oklahoma 74074; Soil Conservation Service State Office, Agricultural Center Building, Farm Rd. and Brunley Street, Stillwater, Oklahoma 74074; Agricultural Marketing Service Milk Market Office, 4325 E. 51st Street, P.O. Box 470563, Tulsa, Oklahoma 74147.

OREGON—Forest Service National Forest, Wallowa-Whitman National Forest, Federal Building, Maus and Auburn, Box 807, Baker, Oregon 97814; Forest Service National Forest, Deschutes National Forest, 211 N.E. Revere Avenue, Bend, Oregon 97701; Forest Service National Forest, Siuslaw National Forest, P.O. Box 1148, Corvallis, Oregon 97330; Forest Service National Forest, Willamette National Forest, Box 10807, Eugene, Oregon 97440; Forest Service National Forest, Siskiyou National Forest, Box 440, Grants Pass, Oregon 97526; Forest Service National Forest, Mt. Hood National Forest, 2955 N.W. Division Street, Gresham, Oregon 97030; Forest Service National Forest, Malheur National Forest, 138 N.E. Dayton Street, John Day, Oregon 97846; Forest Service National Forest, Winema National Forest, P.O. Box 1390, Klamath Falls, Oregon 97601; Forest Service National Forest, Prescott National Forest, Box 551 Lakeview, Oregon 97630; Forest Service National Forest, Rogue River National Forest, Federal Building, 333 W. 8th Street, P.O. Box 520, Medford, Oregon 97501; Forest Service National Forest, Umatilla National Forest, 2517 SW., Halsey Avenue, Pendleton, Oregon 97901; Farmers Home Administration State Office, Federal Building, Room 1580, 1220 SW. 8th Avenue, Portland, Oregon 97204; Forest Service, Pacific Northwest Forest and Range Experiment Station, 609 NE. 6th Avenue, Portland, Oregon 97232; Forest Service Regional Office, 318 SW. Pine Street, P.O. Box 8823, Portland, Oregon 97208; Soil Conservation Service State Office, Federal Building, 1220 SW. Third Avenue, Portland, Oregon 97204; Soil Conservation Service Technical Center, 511 N.W. Broadway, Portland, Oregon 97209; Agricultural Marketing Service Milk Market Office, Tarbell Building, 9735 S.W. Shady Lane, Tigard, P.O. Box 23808, Portland, Oregon 97223; Forest Service National Forest, Ochoco National Forest, Federal Building, P.O. Box 490, Prineville Oregon 97754; Forest Service National Forest, Umpqua National Forest, Box 1008, Roseburg, Oregon 97470.

PENNSYLVANIA—Farmers Home Administration State Office, Federal Building, Room 728, 228 Walnut St., P.O. Box 905, Harrisburg, Pennsylvania 17108; Soil Conservation Service State Office, Federal

Building and Court House, Harrisburg, Pennsylvania 17108; Agricultural Research Service Eastern Regional Research Center, 600 E. Marmora Ln., Philadelphia, Pennsylvania 19118; Forest Service Northeastern Area State and Private Forestry, 370 Reed Road, Broomall, Pennsylvania 19008; Forest Service, Northeastern Forest Experiment Station, 370 Reed Road, Broomall, Pennsylvania 19008; Soil Conservation Service Technical Service Center, 1876 Spruill Road, Broomall, Pennsylvania 19008; Forest Service National Forest, Allegheny National Forest, Spindon Building, P.O. Box 847, Warren, Pennsylvania 16385.

SOUTH CAROLINA—Forest Service Forest Manager, Savannah River Forest Station, P.O. Box A, Aiken, South Carolina 29801; Farmers Home Administration State Office, Strom Thurmond Federal Building, Room 1007, 1835 Assembly Street, 2nd Floor, Columbia, South Carolina 29201; Forest Service National Forest, Francis Marion-Sumter National Forests, 1835 Assembly Street, P.O. Box 2227, Columbia, South Carolina 29202; Soil Conservation Service State Office, Strom Thurmond Federal Building, 1835 Assembly Street, Columbia, South Carolina 29201.

SOUTH DAKOTA—Forest Service National Forest, Black Hills National Forest, Forest Service Office Building, P.O. Box 792, Custer, South Dakota 57730; Farmers Home Administration State Office, Huron Federal Building, Room 208, 200 4th Street, SW., Huron, South Dakota 57350; Soil Conservation Service State Office, Federal Building, 200 4th Street, SW., Huron, South Dakota 57350.

TENNESSEE—Forest Service National Forest, Cherokee National Forest, 2800 N. Ocoee Street, NW., Box 2070, Cleveland, Tennessee 37311; Farmers Home Administration State Office, 538 U.S. Courthouse Building, 801 Broadway Street, Nashville, Tennessee 37203; Soil Conservation Service State Office, U.S. Courthouse, 801 Broadway Street, Nashville, Tennessee 37203.

TEXAS—Animal and Plant Health Inspection Service, PPQ South Central Region, 2100 Boca Chica Boulevard, Suite 400, Boca Chica Tower Building, Brownsville, Texas 78521; Agricultural Marketing Service Milk Market Office, 11117 Shady Trail, P.O. Box 29529, Dallas, Texas 75229; Food and Nutrition Service Southwest Regional Office, 1100 Commerce Street, Room 5D 22, Dallas, Texas 75242; Forest Service National Forests, National Forests in Texas, P.O. Box 969, Federal Building, Lubbock, Texas 79601; Farmers Home Administration State Office, W.R. Poage Federal Building, 101 S. Main Street, Temple, Texas 76701; Soil Conservation Service State Office, W.R. Poage Federal Building, 101 S. Main Street, P.O. Box 866, Temple, Texas 76703; Soil Conservation Service Technical Service Center, Ft. Worth Federal Center Building 23 Felix and Hemphill Streets, Ft. Worth, Texas 76116.

UTAH—Forest Service National Forest, Dixie National Forest, 82 North 100 East, Cedar City, Utah 84720; Forest Service, Intermountain Forest and Range Experiment

Station, Federal Building, 507 25th Street, Ogden, Utah 84401; Forest Service Regional Office, Federal Office Building, 324 25th Street, Ogden, Utah 84401; Forest Service National Forest, Manti-LaSel National Forest, 599 W. Price River Drive, Price, Utah 84501; Forest Service National Forest, Uinta National Forest, 88 W. 100 North, Provo, Utah 84603; Forest Service National Forest, Fishlake National Forest, 115 E. 900 North, Richfield, Utah 84701; Farmers Home Administration State Office, Federal Building, Room 5311, 125 S. State Street, Salt Lake City, Utah 84138; Forest Service National Forest, Wasatch-Cache National Forest, 8226 Federal Building, 125 S. State Street, Salt Lake City, Utah 84138; Forest Service, Geomorphics Service Center, 2222 W. 2300 South, Salt Lake City, Utah 84118; Soil Conservation Service State Office, 4012 Federal Building, 125 S. State Street, Salt Lake City, Utah 84147; Forest Service National Forest, Ashley National Forest, 437 E. Main Street, Vernal, Utah 84078.

VERMONT—Forest Service, Northeastern Forest Experiment Station, George D. Aiken Sugar Maple Laboratory, 705 Spear Street, P.O. Box 968, Burlington, Vermont 05402; Soil Conservation Service State Office, 1 Burlington Square, Burlington, Vermont 05401; Farmers Home Administrative State Office, 141 W. Main Street, P.O. Box 588 Montpelier, Vermont 05602; Forest Service National Forest, Green Mountain National Forest, Federal Building, 151 West Street, Rutland, Vermont 05701.

VIRGINIA—Agricultural Marketing Service Milk Market Office, 300 N. Lee St., Room 320, P.O. 710, Alexandria, Virginia 22313; Forest Service National Forest, George Washington National Forest, 210 Federal Building, Harrisonburg, Virginia 22801; Farmers Home Administration State Office, Federal Building, Room 8213, 400 N. Eighth Street, P.O. Box 10106, Richmond, Virginia 23240; Soil Conservation Service State Offices, 400 N. Eighth Street, Richmond Virginia 23240; Forest Service National Forest, Jefferson National Forest, 210 Franklin Road SW., Room 954, Caller Service 2900, Roanoke, Virginia 24001.

WASHINGTON—Forest Service National Forest, Colville National Forest, 695 S. Main Colville, Washington 99114; Forest Service National Forest, Okanogan National Forest, 1240 S. 2nd Avenue, Okanogan, Washington 98840; Forest Service National Forest, Olympic National Forest, Federal Building, P.O. Box 2288, Olympia, Washington 98507; Forest Service National Forest, Mt. Baker-Snoqualmie National Forests, 1022 First Avenue, Seattle, Washington 98104; Soil Conservation Service State Office, 380 U.S. Courthouse, W. 820 Riverside Avenue, Spokane, Washington 99201; Forest Service National Forest, Gifford Pinchot National Forest, 500 W. 12th St., Vancouver, Washington 98660; Farmers Home Administration State Office, Federal Office Building, Room 319, 301 Yakima St., Wenatchee, Washington 98801; Forest Service National Forest, Wenatchee National Forest, Box 811, Wenatchee, Washington 98801.

21.4 - Exhibit 01--Continued

SAFEGUARDS:

Records are kept in locked files, locked offices and/or in secured computer tape storage rooms.

RETENTION AND DISPOSAL:

Records are maintained indefinitely until employees are separated from the Department and are then retired or transferred to a new employing agency or destroyed in conformance with appropriate General Services Administration retirement and/or destruction Schedules.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Personnel, USDA, Washington, D.C. 20250.

NOTIFICATION PROCEDURE:

Employees may request information from this system from the appropriate personnel office having custody of his/her records. A request for information should be addressed to the Director, Personnel Division, (name of appropriate Agency) USDA at the address shown under Location and should contain:

Name of requestor, employing agency in USDA or agency to which information was furnished, address of agency and particular information requested.

RECORD ACCESS PROCEDURES:

Any individual may obtain information as to the procedures for gaining access to and contesting a record in the system which pertains to him/her by submitting a written request to the appropriate offices referred to in the preceding paragraph.

CONTESTING RECORD PROCEDURES:

Same as Record access procedures.

RECORD SOURCE CATEGORIES:

Information in this system comes from the employee applicants, permittees, cooperators, contractors, employee's personnel offices, supervisors, references, investigative personnel, colleges and universities and former employers.

Record access procedures: Use same procedures as for requesting notification

Contesting record procedures: Individual records may be amended or updated at any time, as the individual employee desires. Any part of an employee's record may be contested by that individual. The servicing personnel office will provide procedural advice.

Record source categories: The information in the records is furnished by the individual employee, the employee's immediate supervisor and/or unit supervisor.

USDA/OAS-1

System name:

Administrative Billings and Collections, USDA/OAS

System location:

USDA, Office of Administrative Systems, National Finance Center, New Orleans, Louisiana 70160.

Categories of individuals covered by the system:

Individuals (USDA, former USDA or non-USDA employees) who are indebted to the Department for any reason. Some examples of indebtedness are: Lost or damaged property, salary overpayments, outstanding travel advances, violations of transfer-of-station agreements, and misuse of Federal facilities.

Categories of records in the system:

The automated system establishes a master file containing debtor's name, address, social security number or assigned vendor number, amount of indebtedness, amount of current collection, and amount of total billing. After a short while, these records are transferred to a history file for inquiry use.

Authority for maintenance of the system:

5 U.S.C. 301; 7 CFR 2.75.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information will be forwarded to another agency when a USDA employee accepts employment with such agency, (2) Information will also be referred to the General Accounting Office for review in cases involving possible fraud.

Policies and practices for storing, retrieving, accounting, reuniting, and disposing of records in the system:

Storage:

Records are maintained on magnetic tape files, disk files, and in file folders at the National Finance Center addressed above.

Retrievability:

Records are indexed by social security number, equivalent identifying number in case of non-USDA employees.

Safeguards:

File folders are kept in locked cabinets. Magnetic tape files and disk files are in locked computer room and library which can be accessed by authorized personnel only. Disk files are password protected to limit access to authorized personnel only.

Retention and disposal:

Master history magnetic tape files are retained indefinitely. Manual records are transferred for storage and disposition by the Federal Records Center in accordance with General Services Administration regulations.

System manager(s) and address:

Director, National Finance Center, Office of Administrative Systems, USDA, New Orleans, Louisiana 70160

Notification procedure:

Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him/her from the System Manager. A request for information pertaining to an individual should be in writing and should contain: Name, address, social security number, and particulars involved (i.e., dates of claims, copies of correspondence, etc.)

Record access procedures:

Any individual may obtain information as to procedures for gaining access to a record in the system which pertains to him/her by submitting a written request to the System Manager.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him/her by submitting a written request to the System Manager.

Record source categories:

Forest Service Handbook 6209.13 – Freedom of Information Act/Privacy Act Handbook
Chapter 20 - Privacy Act of 1974
Amendment: 6209.13-1994-1
Effective date: December 08, 1994

21.4 - Exhibit 01--Continued

Information in this system comes primarily from USDA employees, former USDA employees, non-USDA employees, agency claimants, and USDA or other investigation personnel.

USDA/OAS-2

System name:

Travel and Transportation System, USDA/OAS.

System location:

USDA, Office of Administrative Systems, National Finance Center (NFC), New Orleans, Louisiana 70161.

Categories of individuals covered by the system:

Individuals who have funds advanced to them for official travel use, individuals who have U.S. Government Transportation Requests assigned to them for purchasing tickets to be used for official travel, and individuals who perform official USDA travel and are reimbursed with Government funds are included in this system.

Categories of records in the system:

This system consists of complete files on advances to and repayments by individuals, assignment and use of Government Transportation Requests by individuals, and payments for official travel to individuals.

Authority for maintenance of the system:

5 U.S.C. 301; 7 CFR 2.75.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system of records is used for internal processing purposes at the NFC.

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

Storage:

Records are maintained on computer tapes, disks and in file folders at the National Finance Center addressed above.

Retrievability:

Records are indexed by Social Security Number and by name of individual.

Safeguards:

Magnetic tape files and disk files are kept in a locked computer room and tape library which can be accessed by authorized personnel only. File folders are maintained in secured areas with access by authorized personnel only. Disk files are password protected to limit access to authorized personnel only.

Retention and disposal:

Master history magnetic tapes are retained indefinitely. Manual records are transferred for storage and disposition by the Federal Records Center in Accordance with General Services Administration regulations.

System manager(s) and address:

Director, National Finance Center, Office of Administrative Systems, USDA, P.O. Box 60,000, New Orleans, Louisiana 70160.

Notification procedure:

Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him/her from the System Manager.

Record access procedures:

Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him/her by submitting a written request to the System Manager.

Record source categories:

Information in this system comes primarily from individuals who request advances prior to travel, submit Travel Vouchers for reimbursement after travel is performed, or request Government Transportation Request for use in purchasing passenger tickets. Some of the information is obtained from the payroll and personnel systems maintained by the National Finance Center.

USDA/OAS-3

System name:

Imprest Fund Payment System, USDA/OAS

System location:

USDA, National Finance Center, New Orleans, Louisiana 70610.

Categories of individuals covered by the system:

All USDA imprest cashiers and alternates and USDA employees designated as chiefs of field party.

Categories of records in the system:

The automated system establishes master files containing the name, social security number, employment address and telephone, and amount of advance for each cashier, alternate cashier, and chief of field party. It also includes records of disbursements, reimbursements, accountability reports and verification, and audit of funds.

Authority for maintenance of the system:

5 U.S.C. 301; 7 CFR 2.75.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system of records will be referred to the Treasury Disbursing Office, Kansas City, Kansas, for approval and/or payment. Other uses include internal processing by NFC.

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

Storage:

Records are maintained on Microfilm cartridges, magnetic tape files, disk files, and in file folders.

Retrievability:

Records are indexed primarily by social security number of the individual cashier, alternate cashier, or chief of field party; and secondarily by imprest fund number.

Safeguards:

Records are maintained on magnetic tape files, disk files, and in file folders. Tape files and disk files are kept in a locked computer room and tape library which can be accessed by authorized personnel only. File folders are kept in secured areas with access by authorized personnel only. Disk files are password protected to limit access to authorized personnel only.

Retention and disposal:

Record will be retained indefinitely.

System manager(s) and address:

Director, National Finance Center, Office of Administrative Systems, USDA, P.O. Box 60,000 New Orleans, Louisiana 70160

Notification procedure:

Any individual may request information regarding this system of records, or ascertain whether the system contains records pertaining to him/her from the System Manager. The request should be in writing and should contain: Name, address, social security number, and particulars involved (i.e., date and type of document in question, etc.).

Record access procedures:

Any individual may obtain information on procedures for gaining access to a record in the system that pertains to him/her by submitting a written request to the System Manager.

Contesting record procedures:

Any individual may obtain information on procedures for contesting a record in the system that pertains to him/her by submitting a written request to the System Manager.

Record source categories:

Information in this system is derived from documents submitted by USDA agencies and the treasury Disbursing Office, Kansas City, Kansas.

USDA/OAS-4

System name:

Uniform Allowance System, USDA/OAS.

System location:

USDA, Office of Administrative Systems, National Finance Center, New Orleans, Louisiana 70160.

Categories of individuals covered by the system:

All USDA employees entitled to and receiving allowances for uniforms required in their work.

Categories of records in the system:

This system consists of complete files on advances, accruals, and payments to individuals within the Department for uniform allowances.

Authority for maintenance of the system:

5 U.S.C. 301; 7 CFR 2.75.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system of records by NFC is for internal processing purposes.

21.4 - Exhibit 01--Continued

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

Storage:

Records are maintained on computer tapes, disks and in file folders at the National Finance Center addressed above.

Retrievability:

Records are indexed by social security number and by name of individual.

Safeguards:

Magnetic tape files and disk files are kept in a locked computer room and tape library which can be accessed by authorized personnel only. Information on disk files are password protected to limit access to authorized personnel only. File folders are kept in file cabinets in secured areas with access limited to authorized personnel only.

Retention and disposal:

Master history magnetic tapes are retained indefinitely. Manual records are transferred for storage and disposition by the Federal Records Center in accordance with General Services Administration regulations.

System manager(s) and address:

Director, National Finance Center, Office of Administrative Systems, USDA, New Orleans, Louisiana 70160.

Notification procedure:

Any individual may request information regarding this system of records, or information as to whether the system contains records pertaining to him/her from the Director, National Finance Center, Office of Administrative Systems, USDA, P.O. Box 60,000, New Orleans, Louisiana 70160.

Record access procedures:

Any individual may obtain information as to the procedures for gaining access to a record in the system which pertains to him/her by submitting a request to the System Manager.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him/her by submitting a request to the System Manager.

Record source categories:

Information in this system comes primarily from individuals who request payments of uniform allowances.

USDA/OAS-5

System name:

SF-1099 Reporting System, USDA/OAS

System location:

USDA, Office of Administrative Systems, National Finance Center (NFC), New Orleans, Louisiana 70160.

Categories of individuals covered by the system:

Individuals (excluding USDA employees) who receive payments in the form of rents, royalties, prizes or awards; individuals (excluding USDA employees) who receive payments for non-personal service contracts, commissions, or compensation for services which are subject to SF-1099 reporting requirements.

Categories of records in the system:

The automated system establishes a master file containing the individual's name, address, social security number (or employer identification number), ZIP code, amount of payment, and other information necessary to accurately identify covered payment transactions applicable to SF-1099 reporting requirements.

Authority for maintenance of the system:

26 U.S.C. 6011 and 6109, and 26 CFR 301.6109-1.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information from this system of records will be forwarded to the Internal Revenue Service for income tax purposes; (2) Information will be used for internal processing purposes by NFC; (3) Information will also be referred to the General Accounting Office for review in cases involving fraud.

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

Storage:

Records are maintained on tape files, disk files, and in file folders at the National Finance Center addressed above.

Retrievability:

Records are indexed by social security number or employee identification number.

Safeguards:

Magnetic tape files and disk files are in a locked computer room and tape library which can be accessed by authorized personnel only. File folders are maintained in secured areas with access by authorized personnel only. Disk files are password protected to limit access to authorized personnel only.

Retention and disposal:

Master history tape files are retained indefinitely. Manual records are transferred for storage and disposition by the Federal Records Center in accordance with General Services Administration regulations.

System manager(s) and address:

Director, National Finance Center, Office of Administrative Systems, USDA, New Orleans, Louisiana 70160.

Notification procedure:

Any individual may request information regarding this system of records or information as to whether the system contains records pertaining to him/her from the System Manager. A request for information pertaining to an individual should be in writing and should contain: Name, address, social security number or employee identification number and particulars involved (i.e., transaction dates, copies of relevant transaction documentation, etc.).

Record access procedures:

Any individual may obtain information as to the procedure for gaining access to a record in the system which pertains to him/her by submitting a written request to the System Manager.

Contesting record procedures:

Any individual may obtain information as to the procedures for contesting a record in the system which pertains to him/her by submitting a written request to the System Manager.

Record source categories:

Information in this system comes primarily from individuals who provide covered goods or services to agencies of the USDA.

Forest Service Handbook 6209.13 – Freedom of Information Act/Privacy Act Handbook
Chapter 20 - Privacy Act of 1974
Amendment: 6209.13-1994-1
Effective date: December 08, 1994

21.4 - Exhibit 01--Continued

GSA/GOVT-3

SYSTEM NAME:

Travel Charge Card Program

SYSTEM LOCATION:

Records on employees are located at the finance office of the local installation of the Department or Agency which employs the individual. Records necessary for the contractor to perform under the contract are located at the contractor's facility.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Current Federal employees who use Government assigned charge cards while in travel status.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records in the system include name, address, social security number, employment information, telephone numbers, information needed for identification verification, travel authorizations and vouchers, charge card applications, charge card receipts, terms and conditions for use of charge cards, and monthly reports from contractor(s) showing charges to individual account numbers, balances, and other types of account analysis.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 5707 and implementing Federal Travel Regulations, FPMR 101-7.

PURPOSE(S):

The purpose of this system is to provide Government agencies with (1) necessary information on the commercial travel and transportation payment and expense control system which will provide travelers charge cards for official travel and related travel expenses on a worldwide basis, (2) attendant operational and control support, and (3) management information reports for expense control purposes.

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

a. In the event that a record indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, or local, charged with the responsibility of

investigating or prosecuting such violation or charged with enforcing or implementing the statute or rule, regulation, or order issued pursuant thereto.

b. A record from this system of records may be disclosed to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained.

c. A record from this system of records may be disclosed to the contractor to provide the contractor with the necessary information for issuing credit cards.

d. A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of any employee to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

e. A record from this system of records may be disclosed to an authorized appeal or grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the Office of Personnel Management in accordance with the agency's responsibility for evaluation of Federal personnel management.

f. The information contained in this system of records may be disclosed to officials of labor organizations recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

g. A record from this system may be disclosed to a Federal agency for the accumulation of reporting data and monitoring of the system.

h. The contractor may disclose records in this system of records in the form of listings, reports, and records of all common carrier transactions including refunds and adjustments to General Services Administration (GSA) in order to enable GSA to audit carrier charges to the Government.

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

STORAGE:

These records are maintained in file folders, on lists and forms, and in computer processible storage media.

RETRIEVABILITY:

These records are retrieved by name, Social Security Number, and/or credit card number.

SAFEGUARDS:

When not in use by an authorized person, paper records will be stored in lockable file cabinets or in secured rooms with access limited to those personnel whose official duties require access. Access to computerized records is limited, through use of access codes and entry logs, to those whose official duties require access. There will be restricted access to credit card account numbers.

RETENTION AND DISPOSAL:

Records in this system are to be retained for 3 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Director of Transportation (FT)
General Services Administration
Washington, DC 20406.

NOTIFICATION PROCEDURES:

Individuals wishing to inquire whether this system of records contains information about them should contact the Finance Officer at the agency where the individual was employed while performing travel. Individuals must furnish the following information for their records to be located and identified: Full name and department or agency and component at which employed.

RECORD ACCESS PROCEDURES:

Individuals wishing to request access to their records should contact the Finance Officer where employed while performing the travel. Individuals must furnish their full name and department or agency and component with which employed in order for their records to be located and identified.

CONTESTING RECORD PROCEDURES:

Individuals wishing to request amendment to their records should contact the department or agency Finance Officer at the activity where employed when travel was performed. Individuals must furnish their full name and the name of the employing agency, including duty station, at which they were employed when travel was performed.

RECORD SOURCE CATEGORIES:

Information in this system is obtained from charge card applications, monthly reports from the contractor, travel authorizations and vouchers, and from data interchanged between agencies.

21.4 - Exhibit 01--Continued**OPM/GOVT--1****System name:**

General Personnel Records

System location:

Records on current Federal employees are located at the Personnel Office or other designated office of the local installation of the Department or Agency which currently employs the individual. Where agencies determine that duplicates of these records need to be located in a second office, e.g., an administrative office closer to where the employee actually works, such copies are covered by this system. Former Federal employees' Official Personnel Folders (OPF) are located at the National Personnel Records Center, General Services Administration, 111 Winnebago Street, St. Louis, Missouri 63118. Records not considered long term records retained on the right-hand side of the OPF but which are also included in this system for former Federal employees, may be retained by agencies for a period of time after the employee leaves service.

The use of the phrase "long term" to describe right-hand side OPF records is used throughout since these records are not actually permanently retained. The term "temporary" is used when referencing left side OPF records and all other records covered by this notice.

Categories of individuals covered by the system:

Current and former Federal employees as defined in 5 U.S.C. 2105.

Categories of records in the system:

Each category of record may include identifying information such as name(s), date of birth, home residence, mailing address, Social Security Number, and home telephone. This system includes contents of the Official Personnel Folder as specified in Federal Personnel Manual Supplement 293-31. Records in this system include:

a. Records reflecting work experience, educational level achieved, and specialized education or training occurring outside of Federal service.

b. Records reflecting Federal service and documenting work experience and specialized education or training received while employed. Such records contain information about: Past and present positions held; grades, salaries, and duty station locations; and notices of all personnel actions such as appointments, transfers, reassignments, details, promotions, demotions, reductions in force, resignations, separations, suspensions, Office approval of disability retirement applications, retirements, and removals.

c. Records relating to enrollment or declination of enrollment or declination of enrollment in the Federal Employees Group Life Insurance Program and Federally sponsored health benefit programs, as well as forms showing designation of beneficiary.

d. Records of a medical nature including records compiled during an agency initiated fitness for duty examination or request for approval of disability retirement. Such medical records are to be retained in separate envelopes from the Official Personnel Folder (OPF) and include records of medical examinations that are to remain as a permanent record in the OPF (see "Retention and disposal" section below).

Note: This system does not cover agency dispensary records or records of drug or alcohol abuse counseling or other such counseling records. Nor does it include performance appraisal related documents maintained in an envelope in the OPF. These latter records are considered covered by the OPM/GOVT-2, Employee Performance File System Records.

e. Records relating to an Intergovernmental Personnel Act assignment or Federal-private exchange program.

Note: Some of these records may also become part of the OPM/CENTRAL-7, Intergovernmental Personnel Act Assignment Records, system.

f. Records relating to participation in an agency Federal Executive or SES Candidate Development Program.

Note: Some of these records may also become part of the OPM/CENTRAL-5, Federal Executive and SES Candidate Development Program Records, or OPM/CENTRAL-13, Senior Executive Service Records, systems.

g. Records relating to Government-sponsored training or participation in an agency's Upward Mobility Program or other personnel programs designed to broaden an employee's work experiences and for purposes of advancement (e.g., an administrative intern program).

h. Records contained in the Central Personnel Data File (CPDF) maintained by the Office and exact substantive representations thereof in agency manual or automated personnel information systems. These data elements include many of the above records along with handicap and minority group designator codes. A definitive list of CPDF data elements is contained in Federal Personnel Manual Supplement 292-1.

i. Records connected with the Senior Executive Service, maintained by agencies for use in making decisions affecting incumbents of these positions, e.g., relating to sabbatical leave programs, training, reassignments, and details, that are perhaps unique to the SES and which may or may not be filed in the employee's Official Personnel Folder. These records may also serve as basis for reports submitted to OPM's Executive Personnel and Management Development Group for purposes of implementing the Office's oversight responsibilities concerning the SES.

j. Records concerning an employee's activities on behalf of the labor organization representing agency employees, including accounting of official time spent and documentation in support of per diem and travel expenses.

Note: Alternatively, such records may be retained by an agency payroll office, and thus subject to the agency's internal Privacy Act system for payroll records.

k. To the extent that the records listed here are also maintained in an agency automated personnel or microform records system, those versions of the above records are considered to be covered by this system notice. Any additional copies of these records (including performance appraisal and conduct related documents maintained by first line supervisors and managers) maintained by agencies at field/administrative offices remote from where the original records exist are considered part of this system.

Note: It is not the intent of the Office to limit this system of records to the OPF only. Records may be filed in other folders, located in offices other than where the OPF is located. Further, as indicated in the records location section, some of these records may be duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or supervisors work folder) and still be covered by this system.

l. To the extent that the records listed here are also maintained in an agency automated personnel or microform records system, those versions of the above records are considered to be covered by this system notice. Any additional copies of these records (including performance appraisal and conduct-related documents maintained by first line supervisors and managers) maintained by agencies at field/administrative offices remote from where the original records exist are considered part of this system.

Note: It is not the intent of the Office to limit this system of records to the OPF only. Records may be filed in other folders which are located in Offices other than where the OPF is located. Further, as indicated in the records location section, some of these records may be duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or supervisors work folder) and still be covered by this system.

Authority for maintenance of the system:

5 U.S.C. 1302, 2951, 3301, 3372, 4118, 8347, and Executive Order 9397, 9830, and 12107.

Purpose(s):

The Official Personnel Folder (OPF) and other general personnel records files are the official repository of the records, reports of personnel actions, and the documents and papers required in connection with these actions effected during an employee's Federal service. The personnel action reports and other documents, some of which are filed as long term records in the OPF, give legal force and effect to personnel transactions and establish employee rights and benefits under pertinent laws and regulations governing Federal employment.

These files and records are maintained by agencies for the Office and in accordance with Office regulations and instructions. The Official Personnel Folder is maintained for the period of the employee's service in the agency and is then transferred to the National Personnel Records Center for storage or, as appropriate, to the next employing agency. Other records are either retained at the agency for various lengths of time in accordance with General Services Administration records schedules or destroyed when they have served their purpose or when the employee leaves the agency. They provide the basic source of factual data about a person's Federal employment while in the service and after his or her separation. Records in this system have various uses by agency personnel offices, including: Screening qualifications of employees; determining status, eligibility, and employee's rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service; and for other information needed in providing personnel services. These records and their automated or microformed equivalents may also be used to locate individuals for personnel research.

Temporary documents on the left side of the OPF may lead (or have led) to a formal action, but do not constitute a record of it, nor make a substantial contribution to the employee's long term record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records and information in these records may be used:

a. To disclose information to Government training facilities (Federal, State, and local) and to non-Government training facilities (private vendors of training courses or programs, private schools, etc.) for training purposes.

b. To disclose information to educational institutions on appointment of a recent graduate to a position in the Federal service, and to provide college and university officials with information about their students working under the Cooperative Education, Volunteer Service, or other similar programs where necessary to a student's obtaining credit for the experience gained.

c. To disclose information to officials of foreign governments for clearance before a Federal employee is assigned to that country.

d. To disclose information to: The Department of Labor, Veterans Administration, Social Security Administration, Department of Defense, Federal agencies that have special civilian employee retirement programs, or a national, State, county, municipal, or other publicly recognized charitable or Social Security Administration agency (e.g.,

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State unemployment compensation agencies), where necessary to adjudicate a claim under the retirement, insurance or health benefits programs of the Office of Personnel Management or an agency cited above, or to an agency to conduct an analytical study or audit of benefits being paid under such programs.

e. To disclose to the Office of Federal Employees Group Life Insurance information necessary to verify election, declination, or waiver of regular and/or optional life insurance coverage or eligibility for payment of a claim for life insurance.

f. To disclose to health insurance carriers contracting with the Office of Personnel Management to provide a health benefits plan under the Federal Employees Health Benefits Program, information necessary to identify enrollment in a plan, to verify eligibility for payment of a claim for health benefits, or to carry out the coordination or audit of benefit provisions of such contracts.

g. To disclose information to a Federal, State, or local agency for determination of an individual's entitlement to benefits in connection with Federal Housing Administration programs.

h. To consider and select employees for incentive awards and other honors and to publicize those granted. This may include disclosure to other public and private organizations, including news media, which grant or publicize employee awards or honors.

i. To consider employees for recognition through quality step increases, and to publicize those granted. This may include disclosure to other public and private organizations, including news media, which grant or publicize employee recognition.

j. To disclose information to officials of labor organizations recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

k. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

l. To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), where necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant, or other benefit.

m. To disclose to an agency in the executive, legislative, or judicial branch, or the District of Columbia Government in response to its request, or at the initiation of the agency maintaining the records, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, the issuance of a license, grant, or other benefit by the requesting agency, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter. (See 46 FR 3714, July 17, 1981.)

n. To disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

o. To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual.

p. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is party to a judicial proceeding or in order to comply with the issuance of a subpoena.

q. By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

r. By the agency maintaining the records or by the Office to locate individuals for personnel research or survey response, and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

s. To provide an official of another Federal agency information needed in the performance of official duties related to reconciling or reconstructing data files, in support of the functions for which the records were collected and maintained.

t. When an individual to whom a record pertains is mentally incompetent or under other legal disability, information in the individual's record may be disclosed to any person who is responsible for the care of the individual, to the extent necessary to assure payment of benefits to which the individual is entitled.

u. To disclose to the agency-appointed representative of an employee all notices, determinations, decisions, or other written communications issued to the employee, in connection with an examination ordered by the agency under:

(1) Fitness-for-duty examination procedures; or

(2) Agency-filed disability retirement procedures.

v. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

w. To disclose to a requesting agency, organization, or individual the home address and other relevant information concerning those individuals who, it is reasonably believed, might have contracted an illness, been exposed to, or suffered from a health hazard while employed in the Federal work force.

x. To disclose specific civil service employment information required under law by the Department of Defense on individuals identified as members of the Ready Reserve, to assure continuous mobilization readiness of Ready Reserve units and members.

y. To disclose information to the Department of Defense, National Oceanic and Atmospheric Administration, United States Public Health Service, Veterans Administration, and the United States Coast Guard needed to effect any adjustments in retired or retained pay required by the dual compensation provisions of section 5532 of title 5, United States Code.

z. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, when requested in connection with appeals, special studies of the civil service and other merit systems, review of Office rules and regulations, investigations of alleged or possible prohibited personnel practices, and such other functions, promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law.

aa. To disclose information to the Equal Employment Opportunity Commission when requested in connection with investigations into alleged or possible discrimination practices in the Federal sector, examination of Federal affirmative employment programs, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures, or other functions vested in the Commission by the President's Reorganization Plan No. 1 of 1978.

bb. To disclose information to the Federal Labor Relations Authority (including its General Counsel) when requested in connection with investigation and resolution of allegations of unfair labor practices, in connection with the resolution of exceptions to arbitrator's awards where a question of material fact is raised and matters before the Federal Service Impasses Panel.

cc. To disclose to prospective non-Federal employers, the following information about a current or former Federal employee:

(1) Tenure of employment;

(2) Civil service status;

(3) Length of service in the agency and the Government; and

(4) When separated, the date and nature of action as shown on the Notification of Personnel Action Standard Form 50.

dd. To disclose information on employees of Federal health care facilities to private sector (i.e., other than Federal, State, or local government) agencies, boards, or commissions (e.g., the Joint Commission on Accreditation of Hospitals). Such disclosures will be made only where the disclosing agency determines that it is in the Government's best interest (e.g., to assist in the recruiting of staff in the community where the facility operates or to avoid any adverse publicity that may result from a public criticism of the facility's failure to obtain such approval) to obtain accreditation or other approval rating and only to the extent that the information disclosed is relevant and necessary for that purpose.

ee. To disclose information to any member of an agency's Performance Review Board or other board or panel (e.g., one convened to select or review nominees for awards of merit pay increases), when the member is not an official of the employing agency, information would then be used for the purposes of approving or recommending selection of candidates for executive development or SES candidate programs, issuing a performance appraisal rating, issuing performance awards, nominating for Meritorious and Distinguished Executive ranks, and removal, reduction-in-grade, and other personnel actions based on performance.

ff. To disclose information to the Federal Acquisition Institute (FAI) about Federal employees in procurement occupations and other occupations whose incumbents spend the predominant amount of their work hours on procurement tasks, provided that the FAI shall only use the data for such purposes and under such conditions as pre-

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scribed by the notice of the Federal Acquisition Personnel Information System as published in the Federal Register on February 7, 1980 (45 FR 8399). See 46 FR 8812, January 27, 1981).6

gg. To disclose information contained in the Central Personnel Data File including the name, social security number, date of birth, sex, annualized salary rate, service computation date of basic active service date, separation or retirement date, veteran's preference, retirement status, occupational series, position occupied, work schedule (full time, part time, or intermittent), agency identifier, geographic location (duty station location), standard metropolitan service area, special program identifier, and submitting office number of all Federal employees to agencies participating in the "Federal Employee Receiving Government Assistance" Matching Project conducted by the President's Council on Integrity and Efficiency to help eliminate fraud and abuse in the benefit programs administered by agencies within the Federal government and to collect debts and overpayment owed to the Federal government.

hh. To disclose information contained in the Central Personnel Data File including the name, social security number, date of birth, sex, annualized salary rate, separation or retirement date, retirement status, occupational series, position occupied, work schedule (full time, part time, or intermittent), agency identifier, geographic location (duty station location), standard metropolitan statistical area, special program identifier, and submitting office number of Federal employees to requesting States (and by those States to local governments) for use in computer matching to help eliminate fraud and abuse in the benefit programs administered by the States and to collect debts and overpayments owed to those governments and their components.

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

Storage:

These records are maintained in file folders, on lists and forms, microfilm or microfiche, and in computer processible storage media.

Retrievability:

These records are retrieved by various combinations of name, birth date, Social Security Number, or identification number of the individual on whom they are maintained.

Safeguards:

Paper or microfilm/microfiche records are located in lockable metal file cabinets or in secured rooms with access limited to those personnel whose official duties require access. Access to computerized records is limited, through use of access codes and entry logs, to those whose official duties require access.

Retention and disposal:

a. **Quasi-Permanent Records.** The Official Personnel Folder (OPF) is retained by the employing agency as long as the individual is employed with that agency. Medical records are kept separate from the OPF while the individual is employed by an agency. When the individual transfers to another Federal agency or to another appointing office, the OPF, with permanent medical records inserted therein in a separate envelope, is sent to the agency or office. Other medical records covered by this system, i.e., fitness for duty examinations, are considered temporary in nature. Such records, when not submitted to the Office for retention in a disability retirement file (or submitted, but the Office does not approve retirement), shall be destroyed no later than six months after closing action on the case or sooner at the discretion of the agency.

Within 90 days after the individual separates from the Federal service, the OPF is sent to the National Personnel Records Center for quasi-permanent storage. In the case of a retired employee or one who dies in service, the OPF is sent to the Records Center within 120 days.

b. **Other Records.** These records are retained for varying periods of time (from one to five years). Generally they are maintained for a minimum of one year, or until the employee transfers or separates from Federal service.

c. **Records contained on computer processible media** within the Central Personnel Data File (and in agency automated personnel records) may be retained indefinitely as a basis for longitudinal work history statistical studies.

System managers and address:

Assistant Director for Workforce Information, Compliance and Investigations Group, Office of Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415.

Notification procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact the appropriate OPM or agency office, as follows:

a. Current Federal employees should contact the Personnel Officer or other responsible official (as designated by the employing agency), Department or Agency with which employed, Local Agency Installation, regarding records in this system.

b. Former Federal employees should contact one of the Office's regional or area offices (see list of regional office addresses in the Appendix), or, as explained in the Note below, the National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, Missouri 63118, regarding the records in this system.

Individuals must furnish the following information for their records to be located and identified:

- a. Full name
- b. Date of birth
- c. Social Security Number
- d. Last employing agency (including duty station) and approximate date of the employment (for former Federal employees)
- e. Signature.

Record access procedures:

Individuals wishing to request access to their records should contact the appropriate OPM or agency office, as specified in the Notification procedures section. Individuals must furnish the following information for their records to be located and identified:

- a. Full name
- b. Date of birth
- c. Social Security Number
- d. Last employing agency (including duty station) and approximate date of the employment (for former Federal employees)
- e. Signature.

Individuals requesting access must also comply with the Office's Privacy Act regulations regarding verification of identity and access to records (5 CFR 297.201 and 297.203).

Note—An individual who is a former Federal employee may direct a request to the National Personnel Records Center (NPRC) for a copy of a specific OPF document or for a transcript of his or her own employment history compiled from documents in the Official Personnel Folder (OPF). The transcript includes the individual's name, date of birth, Social Security Number, past and present grades, position titles, duty stations, and salaries, and dates of personnel actions.

Under no circumstances shall an individual direct a request to NPRC for access to copies of all records maintained in his/her OPF. Though NPRC stores and services the OPFs of former Federal employees covered by this system that record remains the property of the Office of Personnel Management, and such requests will be handled and processed by the nearest OPM office to where the requester lives. (See list of OPM regional office addresses in the Appendix.)

Contesting record procedures:

Current employees wishing to request amendment of their records should contact their current agency. Former employees should contact the system manager and not the nearest OPM office. Individuals must furnish the following information for their records to be located and identified:

- a. Full name
- b. Date of birth
- c. Social Security Number
- d. Last employing agency (including duty station) and approximate dates of the employment (for former Federal employees)
- e. Signature.

Individuals requesting amendment must also comply with the Office's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR 297.201 and 297.208).

Note—Under no circumstances shall former employees direct a request for amendment to records in the OPF to the NPRC or to OPM regional or area offices. NPRC only stores and services the OPFs on former Federal employees covered by this system and OPM regional or area offices process only access requests. Processing under the amendment provisions of the Privacy Act will be handled only by the System manager.

Record source categories:

Information in this system of records is provided by:

- a. The individual on whom the record is maintained
- b. Physicians examining the individual
- c. Educational institutions
- d. Agency officials and other individuals or entities.
- e. Other sources of information for long term records maintained in an employee's OPF, in accordance with Federal Personnel Manual Chapter 293.

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OPM/GOVT-2

System name:

Employee Performance File System Records

System location:

Records are maintained in this system may be located as follows:

a. In an Employee Performance File (EPF) maintained in the agency office responsible for maintenance of the employee's Official Personnel Folder (OPF) or other agency-designated office. This includes those instances where the agency uses an envelope within the OPF in lieu of a separate EPF folder.

b. In the OPF or Senior Executive Service appointees where the agency elects to have the file maintained by the Performance Review Boards required by 5 U.S.C. 4314(c)(1), or administrative office supporting the Board.

c. In any supervisor/manager's work folder maintained in the office by the employee's immediate supervisor/manager or, where agencies have determined that records management is better served, in such folders maintained for supervisor/managers in a central administrative office.

d. In any agency's automated personnel records system.

e. In any agency's microformed EPF.

Note: Originals or copies of records covered by this system may be located in more than one location, but if they become part of an agency internal system, e.g., administrative or negotiated grievance file, those copies then would be subject to the agency's internal Privacy Act implementation guidance insofar as they are used within the agency's system.

Categories of individuals covered by the system:

Current and former Federal employees (including Senior Executive Service appointees). Records on former employees will generally be retained no longer than one year after the employee leaves his/her employing agency.

Categories of records in the system:

Records in this system, wherever they are maintained, may, but are not required to, include any or all of the following:

a. Annual summary performance appraisals issued under employee (including Senior Executive Service and Merit Pay) appraisal systems and any document which indicates that the appraisal is being challenged under administrative procedures (e.g., where the employee files a grievance over the appraisal received).

b. A document (either the summary appraisal form itself or a form affixed thereto) which identifies the job elements and the standards for those elements upon which the appraisal is based.

c. Supporting documentation for employee appraisals, as required by agency appraisal systems or implementing instructions, and which may or may not actually be filed with the appraisal of record, e.g., productivity employee counseling, individual development plans, or other such records as specified in agency issuances and maintained, e.g., in a work folder by supervisors/managers at the work site.

d. Records pertaining to Senior Executive Service (SES) appraisals generated by Performance Review Boards, including statements of witnesses and transcripts of hearings.

e. Written recommendations for awards, removals, demotions, denials of within grade increases, reassignments, training, pay increases, cash bonuses, or other performance-based actions (e.g., nominations of individuals for Meritorious or Distinguished Executive) including supporting documentation.

f. Statements made (either on or appended to the performance appraisal document) by the employee (e.g., a statement of disagreement with the appraisal or recommendation), in accordance with agency performance appraisal plans and implementing instructions, regarding an appraisal given and any recommendations made based on them.

Note: Where a recommendation by a supervisor/manager or a statement made by the employee regarding the appraisal issued (or copy thereof) becomes part of another Government-wide or internal agency file (e.g., an SF 52 filed in an OPF when the action is effected or documents or statements of disagreement placed in a grievance file), that documents then becomes subject to that system's notice and appropriate Office or agency Privacy Act requirement, respectively, for the system of records covering that file.

g. Records created by Executive Resource Boards regarding performance of an individual in an executive development program.

h. Records needed to support removal for unsatisfactory performance during the supervisory or managerial probationary period, during the supervisory or managerial probationary period, during the SES appointment probationary period, or during the employee's initial period of probation after appointment.

i. Notices of commendations (which are not considered a permanent OPF document), recommendations for training such as an individual

Development Plan, and advice and counseling records, that are based on work performance.

j. Copies of supervisory appraisals used in considering employees for promotion or other position changes originated in conjunction with agency merit promotion programs when specifically authorized for retention in the EPF or work folder.

k. Performance-related material that may be maintained in the work folder to assist the supervisor/manager in accurately assessing employee performance. Such material may include transcripts of employment and training history, documentation of special licenses, certificates, or authorizations necessary in the performance of the employee's duties, employee locator information, information regarding specific employee problems, and other such records that agencies determine to be appropriate for retention in the work folder.

l. Standard Form 7B cards.

Note: To the extent that performance records covered by this system are maintained in either an EPF, supervisor/manager work folder, or an agency's automated or microform record system, they are considered covered under this system of records.

This notice does not cover these records (or copies thereof) when they become part of a grievance file or a 5 CFR Part 432, 752, or 754 file (documents maintained in these files are covered by the OPM/GOVT-3 system of records, while grievance records are covered under an agency-specific system), or when they become part of an appeal or discrimination complaint file as such documents are considered to be part of either the system of appeal records under the control of the Merit Systems Protection Board or discrimination complaints files under the control of the Equal Employment Opportunity Commission.

Where an agency retains copies of records from this system in another system of records, not covered by this or another OPM, MSPB, or EEOC government-wide system notice, the agency is solely responsible for responding to any Privacy Act issues raised concerning those documents.

The Office has adopted a position that when supervisory/managers retain personal "supervisory" notes, i.e., information on employees over which the agency exercises no control and does not require or specifically describe in its performance appraisal system, which remain solely for the personal use of the author and are not provided to any other person, and which are retained or discarded at the author's sole discretion, such notes are not subject to the Privacy Act and are, therefore, not considered part of this system. Should an agency choose to adopt a position that such notes are subject to the Act, that agency is solely responsible for dealing with Privacy Act matters, including the requisite system notice, concerning them.

Authority for maintenance of the system:

Sections 1104, 3321, 4305, and 5405 of title 5, U.S.C. Code, and Executive Order 12107.

Purpose:

These records are maintained to ensure that all appropriate records relating to an employee's performance are retained and are available: (1) To agency officials having a need for the information; (2) to employees; (3) to support actions based on the records; (4) for use by the Office of Personnel Management in connection with its personnel management evaluation role in the Executive Branch; and (5) to identify individuals for personnel research.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

a. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, when requested in connection with appeals, special studies of the civil service and other merit systems, review of Office rules and regulations, investigations of alleged or possible prohibited personnel practices, and other functions as promulgated in 5 U.S.C. 1205, 1206, 1209 or for such other functions as may be authorized by law.

b. To disclose information to the Equal Employment Opportunity Commission when requested in connection with investigations into alleged or possible discrimination practices in the Federal sector, examination of Federal Affirmative Action programs, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures, or other functions vested in the Commission by the President's Reorganization Plan No. 1 of 1978.

c. To disclose information to the Federal Labor Relations Authority (including its General Counsel) when requested in connection with the investigation and resolution of allegations of unfair labor practices, in connection with the resolution of exceptions to arbitrator's awards where a question of material fact is raised and matters before the Federal Service Impasses Panel.

d. To consider and select employees for incentive awards, quality step increases, merit pay or other pay bonuses, and other honors and

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to publicize those granted. This may include disclosure to public and private organizations, including news media, which grant or publicize employee awards or honors.

e. To disclose information to an arbitration to resolve disputes under a negotiated grievance procedure or to officials of labor organizations recognized under 5 USC Chapter 71 when relevant and necessary to their duties of exclusive representation.

f. To disclose to an agency in the executive, legislative, or judicial branch, or to the District of Columbia Government in response to its request, or at the initiation of the agency maintaining the records, information in connection with: The hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract or the issuance of a license, grant, or other benefit by the requesting agency; or the lawful statutory, administrative, or investigative purposes of the agency to the extent that the information is relevant and necessary to the decision on the matter.

g. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

h. To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual.

i. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency when the Government is party to a judicial proceeding or in order to comply with the issuance of a subpoena.

j. By the National Archives and Records Service (General Service Administrative) in records management inspection conducted under authority of 44 U.S.C. 2904 and 2906.

k. By the Office of Personnel Management or employing agency to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

l. To disclose pertinent information to the appropriate Federal (including officers of Inspectors General), State, or local government agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the agency maintaining the record becomes aware of an indication of a violation or potential violation of criminal law or regulation.

m. To disclose information to any member of member of an agency's Performance Review Board or other board or panel (e.g., one convened to select or review nominees for awards of merit pay increases), when the member is not an official of the employing agency; information would then be used for the purposes of approving or recommending performance awards, nominating for Meritorious and Distinguished Executive ranks, and removal, reduction-in-grade, and other personnel actions based on performance.

n. To disclose information to private sector (i.e., non Federal, State, or local government) agencies, organizations, boards, bureaus, or commissions. Such disclosures may be made only when the disclosing agency determines that the records are properly constituted in accordance with Office of Personnel Management or agency requirements, are accurate, relevant, timely, and complete, and the disclosure is in the best interests of the Government (e.g., where the agency's cooperation with the private sector entity, through the exchange of individual records, directly benefits the agency's completion of its mission, enhances the agency's personnel management functions, or increases the public confidence in the agency's or the Federal Government's role in the community. Further, only such information that is clearly relevant and necessary for the purposes of accomplishing the intended uses of the information as certified by the receiving private sector entity, are to be furnished.

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

Storage:

Records are maintained in file folders, envelopes, and on magnetic tapes, disks, microfilm, or microfiche.

Retrievability:

Records are retrieved by the name and Social Security Number of the individual on whom they are maintained.

Safeguards:

Records are maintained in file folders or envelopes, on magnetic tape, disks, or microforms and are stored in lockable desks, metal

filing cabinets or in a secured room with access limited to those whose official duties require access. Additional safeguarding procedures include the use of sign-out sheets and restrictions on the number of employees able to access automated records through use of access codes and logs.

Retention and disposal:

a. Summary performance appraisals (and related records as the agency prescribes) pertaining to SES appointees are retained for five years and on other employees for three years, except as shown in b. below, and are disposed of by shredding, burning, erasure of disks or in accordance with agency procedures regarding destruction of personnel records, including giving them to the data subject.

b. Appraisals of unacceptable performance and related documents, pursuant to 5 U.S.C. 4303(d), are destroyed after the employee completes one year of acceptable performance from the date of the proposed removal or reduction in grade notice. (Destruction to be no later than 30 days after the year is up).

c. When a career appointee in the Senior Executive Service accepts a Presidential appointment pursuant to 5 U.S.C. 4932(c), the employee's performance folder remains active so long as the employee remains employed under that Presidential appointment and elects to have certain provisions of title 5 relating to the Service apply.

d. When an incumbent of the Senior Executive Service transfers to another position in the Service, either with the same or a different agency, all performance documents five years or less are transferred in the performance folder or envelope along with the individual's Official Personnel Folder.

e. Some performance-related records (e.g., documents maintained to assist rating officials in appraising performance or recommending remedial actions or to show that the employee is currently licensed or certified) may be destroyed after one year.

f. Where any of these documents are needed in connection with administrative or negotiated grievance procedures, or quasi-judicial or judicial proceedings, they may be retained as needed beyond the retention schedules identified above.

g. Generally, agencies retain records on former employees for no longer than one year after the employee leaves.

Note: Where an agency retains an automated or microform version of any of the above documents, retention of such records longer than shown is permitted (except for those records subject to 5 U.S.C. 4303(d)) is for agency use for historical or statistical analysis, but only so long as the record is not used in a determination directly affecting the individual about whom the record pertains (after the manual record has been or should have been destroyed).

System manager(s) and address:

Deputy Assistant Director for Work Force Information, Office of Personnel Management, 1900 E Street, NW, Washington, D.C. 20415.

Notification procedure:

Individuals wishing to inquire whether this system contains information about them should contact their servicing personnel office, supervisor/manager, Performance Review Board office, or other agency-designated office maintaining their performance-related records where they are or were employed. Individuals must furnish the following information for their records to be located and identified:

- Full name.
- Social Security Number.
- Position occupied and unit where employed.

Records access procedure:

Individuals wishing access to their records should contact the appropriate office indicated in the Notification procedure section where they are or were employed. Individuals must furnish the following information for their records to be located and identified:

- Full name.
- Social Security Number.
- Position occupied and unit where employed.

Individuals requesting access to records must also comply with the Office's Privacy Act regulations regarding verification of identity and access to records (5 CFR 297.201 and 297.203).

Contesting record procedures:

Individuals wishing to request amendment of their records should contact the appropriate office indicated in the Notification procedure section where they are or were employed. Individuals must furnish the following information for their records to be located and identified:

- Full name.
- Social Security Number.
- Position occupied and unit where employed.

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Individuals requesting amendment must also comply with the Office's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR 297.201 and 297.208)

Records source categories:

Records in this system are obtained from:

- a. Supervisors/Managers
- b. Performance Review Boards
- c. Executive Resource Boards
- d. Other individuals or agency officials
- e. Other agency records
- f. The individual about whom the records pertain

OPM/GOVT-3

System name:

Records of Adverse Actions and Actions Based on Unacceptable Performance

System location:

These records are located in personnel or designated offices in Federal agencies in which the actions were processed

Categories of individuals covered by the system:

Current or former Federal employees (including Senior Executive Service employees) against whom such an action has been proposed or taken in accordance with Parts 432, 752, or 754 of the Office's regulations (5 CFR Parts 432, 752, or 754)

Categories of records in the system:

This system contains records and documents related to the processing of adverse actions and actions based on unacceptable performance. The records include copies of the notice of proposed action, materials relied on by the agency to support the reasons in the notice; replies by the employee; statements of witnesses; hearing notices; reports; and agency decisions.

Note—This system does not include records, including the action file itself, compiled when such actions are appealed to the Merit Systems Protection Board (MSPB) or become part of a discrimination complaint record at the Equal Employment Opportunity Commission (EEOC). Such appeal and discrimination complaint file records are covered by the appropriate MSPB or EEOC system of records.

Authority for maintenance of the system:

5 U.S.C. 4303, 7504, 7514, and 7543.

Purposes:

These records result from the proposal, processing, and documentation of these actions either taken by the Office or agencies against employees in accordance with Parts 432, 752, or 754 of the Office's regulations (5 CFR Parts 432, 752, or 754).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records and information in these records may be used:

- a. To provide information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting work conditions
- b. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of an violation or potential violation of civil or criminal law or regulation
- c. To disclose information to any source from which additional information is requested in the course of processing any of the covered actions or in regard to any appeal or administrative review procedure, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested
- d. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, or the classifying of jobs, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter
- e. To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual
- f. To disclose information to another Federal agency, to a court, or to a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is a party to a judicial proceeding or in order to comply with the issuance of a subpoena

g. By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906

h. By the agency maintaining the records or the Office to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference

i. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding

j. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, when requested in connection with appeals, special studies of the civil service and other merit systems, review of Office rules and regulations, investigations of alleged or possible prohibited personnel practices, and such other functions, e.g., as promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law

k. To disclose information to the Equal Employment Opportunity Commission when requested in connection with investigations into alleged or possible discrimination practices in the Federal sector, examination of Federal affirmative employment programs, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures, or other functions vested in the Commission by the President's Reorganization Plan No. 1 of 1978

l. To disclose information to the Federal Labor Relations Authority or its General Counsel when requested in connection with investigations of allegations of unfair labor practices or matters before the Federal Service Impasses Panel

m. To provide an official of another Federal agency information he or she needs to know in the performance of his or her official duties related to reconciling or reconstructing data files, in support of the functions for which the records were collected and maintained

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

Storage:

These records are maintained in file folders

Retrievability:

These records are retrieved by the names of the individuals on whom they are maintained

Safeguards:

These records are maintained in lockable metal filing cabinets to which only authorized personnel have access

Retention and disposal:

Records documenting an adverse action or a performance based removal or demotion action are disposed of 4 years after the closing of the case. Disposal is by shredding or burning

System manager(s) and address:

Assistant Director, Office of Planning and Evaluation, Office of Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415 for actions taken under Parts 432, 752 (Subparts A through D only) and 754. Associate Director, Administration Group, Office of Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415 for actions taken against Senior Executive Service appointees under Subparts E and F Part 752

Notification procedure:

Individuals receiving notice of a proposed adverse, removal, or demotion action must be provided access to all documents supporting the notice. At any time thereafter, individuals subject to the action will be provided access to the completed record. Individuals should contact the agency personnel or designated office where the action was processed regarding the existence of such records on them. They must furnish the following information for their records to be located and identified:

a. Name

b. Date of birth

c. Approximate date of closing of the case and kind of action taken

d. Organizational component involved

Record access procedures:

Individuals against whom such actions are taken must be provided access to the record. However, after the action has been closed, an individual may request access to the official copy of an adverse action file by contacting the agency personnel or designated office

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where the action was processed. Individuals must furnish the following information for their records to be located and identified:

- a. Name.
- b. Date of birth.
- c. Approximate date of closing of the case and kind of action taken.

- d. Organizational component involved.

Individuals requesting access must also follow the Office's Privacy Act regulations regarding verification of identity and access to records (5 CFR 297.201 and 297.203).

Contesting record procedures:

Review of requests from individuals seeking amendment of their records which have or could have been the subject of a judicial or quasi-judicial action will be limited in scope. Review of amendment requests of these records will be restricted to determining if the record accurately documents the action of the agency ruling on the case, and will not include a review of the merits of the action, determination, or finding.

Individuals wishing to request amendment to their records to correct factual errors should contact the agency personnel or designated office where the action was processed. Individuals must furnish the following information for their records to be located and identified:

- a. Name.
- b. Date of birth.
- c. Approximate date of closing of the case and kind of action taken.
- d. Organizational component involved.

Record source categories:

Individuals requesting amendment must also follow the Office's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR 297.201 and 297.208).

Information in this system of records is provided:

- a. By the individual on whom the record is maintained.
- b. By testimony of witnesses.
- c. By agency officials.
- d. From related correspondence from organizations or persons.

OMP/GOVT-5

System name:

Recruiting, Examining, and Placement Records.

System location:

Associate Director, Staffing Group, Office of Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415. OPM regional and area offices (see list of OPM regional office addresses in the Appendix), Office of Personnel Management Job Information Centers, and personnel or other designated offices of Federal agencies that are authorized to make appointments and to act for the Office by delegated authority.

Categories of individuals covered by the system:

Persons who have applied to the Office of Personnel Management or agencies for Federal employment and current and former Federal employees submitting applications for other positions in the Federal service.

Categories of records in the system:

In general, all records in this system contain identifying information including: Name, date of birth, Social Security Number, and home address. These records pertain to assembled and unassembled examining procedures and contain information related to both competitive examinations and to certain noncompetitive actions such as determinations of time-in-grade restriction waiver, waiver of qualification requirement determination, and variations in regulatory requirements in individual cases. This system includes such records as:

- a. Applications for employment that contain information on work and educational experience, convictions for offenses against the law, military service, and indications of specialized training or receipt of awards or honors. These records may also include copies of correspondence between the applicant and the Office or agency.
- b. Results of written exams and indications of how information in the application was rated. These records also contain information on the ranking of an applicant, on his/her placement on a list of eligibles, on what certificates applicants' names appeared on an agency's request for Office approval of the agency's objection to an eligible's qualification and OPM's decisions in the matter, on an agency's request for Office approval for the agency to pass over an eligible and OPM's decision in the matter, and on an agency's decision to object/pass over an eligible where the agency has authority to make such decisions under agreement with OPM.

- c. Records regarding OPM's final decision regarding an agency's decision to object/pass over an eligible for suitability or medical reasons or where the objection/pass over decision applies to a compensable preference eligible with 30 percent or more disability.

- d. Responses to and results of approved personality or similar tests administered by the Office or agency.

- e. Records relating to rating appeals filed with the Office or agency.

- f. Registration sheets, control cards, and related documents regarding Federal employees requesting placement assistance in view of pending or realized displacement due to reduction in force, transfer or discontinuance of function, or reorganization.

- g. Records concerning non-competitive action cases referred to the Office for decision. These files include such records as waiver of time in grade requirements, decisions on superior qualification appointments, temporary appointments outside a register, and waiver of requirement to reduce retired pay. Authority for making decisions on many of these actions has also been delegated to agencies. The records retained by the Office on such actions and copies of such files retained by the agency submitting the request to OPM, along with records that agencies maintained as a result of OPM's delegation of authorities are considered part of this system of records.

- h. Records retained to support Schedule A appointments of severely physically handicapped individuals, both retained by OPM and agencies acting under OPM delegated authorities, are part of this system.

- i. Agency applicant supply file systems (where the agency retains applications, resumes, and other related records for hard to fill or unique positions, for future consideration), along with any pre-employment vouchers obtained in connection with an agency's processing of an application, are included in this system.

- j. Records derived from OPM-developed or agency-developed assessment center exercises.

Note.—The Office of Personnel Management does not intend that records created by agencies in connection with the agency's Merit Promotion Plan program be included in the term "Applicant Supply File" as used within this notice. It is the Office's position that Merit Promotion Plan records are not a system of records within the meaning of the Privacy Act as such records are usually filed by a vacancy announcement number of some other non-unique individual identified. Agencies may choose to consider such records as used in the Privacy Act, but if they do so, they are solely responsible for implementing Privacy Act requirements, including establishment and notice of a system of records pertaining to such records. To the extent that an agency utilizes an automated medium in connection with maintenance of records in this system, the automated versions of these records are considered covered by this system of records.

Authority for maintenance of the system:

Title 5 U.S.C. Sections 1302, 3109, 3301, 3302, 3304, 3306, 3307, 3309, 3313, 3317, 3318, 3319, 3326, 4103, 5532, 5533, and 4723; Executive Order 9397.

Purpose(s):

The records are used to consider individuals who have applied for positions in the Federal service by making determinations of qualifications including medical qualifications, for positions applied for, and to rate and rank applicants applying for the same or similar positions. They are also used to refer candidates to Federal agencies for employment considerations, including appointment, transfer, reinstatement, reassignment, or promotion. Records derived from OPM-developed or agency-developed assessment center exercises may be used to determine training needs of participants. These records may also be used to locate individuals for personnel research.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records and information in these records may be used:

- a. To refer applicants including current and former Federal employees to Federal agencies for consideration for employment, transfer, reassignment, reinstatement, or promotion.
- b. With the permission of the applicant, to refer applicants to State and local governments, congressional offices, international organizations, and other public offices for employment consideration.
- c. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.
- d. To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to

21.4 - Exhibit 01--Continued

identify the type of information requested), where necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of positions, the letting of a contract, or the issuance of a license, grant, or other benefit.

e. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of positions, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision the matter.

f. To disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

g. To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual.

h. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is a party to a judicial proceeding or in order to comply with the issuance of a subpoena.

i. By the National Archives and Records Service (General Services Administration) in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

j. By the agency maintaining the records or the Office to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

k. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, when requested in connection with appeals, special studies of the civil service and other merit systems, review of Office rules and regulations, investigations of alleged or possible prohibited personnel practices, and such other functions, e.g., as prescribed in 5 U.S.C. 1205 and 1206, or as may be authorized by law.

l. To disclose information to the Equal Employment Opportunity Commission when requested in connection with investigations into alleged or possible discrimination practices in the Federal sector, examination of Federal affirmative employment programs, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures, or other functions vested in the Commission by the President's Reorganization Plan No. 1 of 1978.

m. To disclose information to the Federal Labor Relations Authority or its General Counsel when requested in connection with investigations of allegations of unfair labor practices or matters before the Federal Service Impasses Panel.

n. To disclose, in response to a request for discovery or for an appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

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

Storage:

Records are maintained on magnetic tapes, disc, punched cards, microfiche, cards, lists, and forms.

Retrievability:

Records are retrieved by the name, date of birth, Social Security Number, and/or the Identification number assigned of the individual on whom they are maintained.

Safeguards:

Records are maintained in a secured area with access limited to authorized personnel whose duties require access.

Retention and disposal:

Records in this system are retained for varying lengths of time, ranging from a few months to five years. Most records are retained for a period of one to two years. Some records, such as individual applications, become part of the person's permanent official records when hired, while some records, e.g., non-competitive action case files, are retained for five years. Some records are destroyed by shredding or burning while magnetic tapes or disks are erased.

System manager(s) and address:

Associate Director, Staffing Group, Office of Personnel Management, 1900 E Street NW., Washington, D.C. 20415

Notification procedures:

Individuals wishing to inquire whether this system of records contains information about them should contact the agency or OPM office where application was made, or where an examination was taken. Resource specialists should contact the OPM Area Office which provides examining and rating assistance. Individuals must provide the following information for their records to be located and identified:

- Name.
- Date of birth.
- Social Security Number.
- Identification number (if known).
- Approximate date of record.
- Title of examination or announcement with which concerned.
- Geographic area in which consideration was requested.

Record access procedures:

Specific materials in this system have been exempted from Privacy Act provisions at 5 U.S.C. 552a(c)(3) and (d), regarding access to records. The section of the notice titled Systems exempted from certain provisions of the Act, which appears below, indicates the kinds of materials exempted and the reasons for exempting them from access. Individuals wishing to request access to their non-exempt records should contact the agency or OPM office where application was made, or where an examination was taken. Resource specialists should contact the OPM Area Office providing examining and rating assistance. Individuals must provide the following information for their records to be located and identified:

- Name.
- Date of birth.
- Social Security Number.
- Identification number (if known).
- Approximate date of record.
- Title of examination or announcement with which concerned.
- Geographic area in which consideration was requested.

Individuals requesting access must also comply with the Office's Privacy Act regulations regarding verification of identity and access to records (5 CFR 297.201 and 297.203).

Contesting record procedures:

Specific materials in this system have been exempted from Privacy Act provisions at 5 U.S.C. 552a(d), regarding amendment of records. The section of this notice titled Systems exempted from certain provisions of the Act, which appears below, indicates the kinds of materials exempted and the reasons for exempting them from amendment. An individual may contact the agency or OPM office where his or her application is filed at any time to update qualifications, education, experience, or other data maintained in the system. Such regular administrative updating of records should not be requested under the provisions of the Privacy Act. However, individuals wishing to request amendment of their records under the provisions of the Privacy Act should contact the agency or OPM office where application was made, or where an examination was taken. Resource specialists should contact the OPM Area Office providing examining or rating assistance. Individuals must provide the following information for their records to be located and identified:

- Name.
- Date of birth.
- Social Security Number.
- Identification number (if known).
- Approximate date of record.
- Title of examination or announcement with which concerned.
- Geographic area in which consideration was requested.

Individuals requesting amendment must also comply with the Office's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR 297.201 and 297.208).

Record source categories:

Information in this system of records comes from: The individual to whom it applies or is derived from information the individual supplied, except reports from medical personnel on physical qualifications; results of examination which are made known to applicants; agencies and Office records; and vouchers supplied by references or other sources which the applicant lists or which are developed.

Systems exempted from certain provisions of the act:

This system contains investigative materials that are used solely to determine the appropriateness of a request for approval of an objection to an eligible's qualifications for Federal civilian employment or vouchers received during the processing of an application. The Privacy Act, at 5 U.S.C. 552a(k)(5), permits an agency to exempt such

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investigative material from certain provisions of the Act, to the extent that release of the material to the individual whom the information is about would:

1. Reveal the identity of a source who furnished information to the Government under an express promise (granted on or after September 27, 1975) that the identity of the source would be held in confidence; or

2. Reveal the identity of a source who, prior to September 27, 1975, furnished information to the Government under an implied promise that the identity of the source would be held in confidence.

This system contains testing and examination materials used solely to determine individual qualifications for appointment or promotion in the Federal service. The Privacy Act, at 5 U.S.C. 552a(k)(6), permits an agency to exempt all such testing or examination material and information from certain provisions of the Act, where disclosure of the material would compromise the objectivity or fairness of the testing or examination process. The Office of Personnel Management has claimed exemptions from the requirements of 5 U.S.C. 552a(d), which relate to access to an amendment of records.

The specific materials exempted include but are not limited to the following:

- a. Answer keys.
- b. Assessment center exercises.
- c. Assessment center exercise reports.
- d. Assessor guidance material.
- e. Assessment center observation reports.
- f. Assessment center summary reports.
- g. Other applicant appraisal methods—such as performance tests, work samples and simulations, miniature training and evaluation exercises, structured interviews—and their associated evaluation guides and reports.
- h. Item analyses and similar data which contain test keys.
- i. Ratings given for the purpose of validating examinations.
- j. Rating schedules, including crediting plans and scoring formulas for other selection procedures.
- k. Rating sheets.
- l. Test booklets, including the written instructions for their preparation.
- m. Test item files.
- n. Test answer sheets.

OPM/GOVT—4**System name:**

Personnel Research and Test Validation Records

System location:

Office of Personnel Research and Development (OPRD), Staffing Group, U.S. Office of Personnel Management, Room 3G29, 1900 E Street, N.W., Washington, D. C. 20415, OPM Regional Offices (see list of regional offices in the Appendix published April 16, 1982, 47 FR 16503), and agency personnel offices (or other designated offices) conducting personnel research.

Categories of individuals covered by the system:

Current and former Federal employees, applicants for Federal employment; current and former State and local government employees, applicants for State and local government employment.

Categories of records in the system:

These records include information on education and employment history, test scores, responses to test items and questionnaires, interview data, and ratings of supervisors regarding the individuals to whom the records pertain. Additional information (race, national origin, disability status, and background) is collected from applicants for certain examinations.

Authority for maintenance of the system:

Title 5, U.S.C. Sections 1303 and 3301.

Purposes(s):

These records are collected, maintained, and used by OPM or agencies for the construction, analysis, and validation of written tests, and for research on and evaluation of personnel/organizational measurement and selection methods. Such research includes studies extending over a period of time (longitudinal studies). Race and national origin data are used by agencies to evaluate the role of examinations in the total employee selection process. Use of these race and national origin data is limited to such evaluation projects conducted by the agencies or OPM. The records also may be used by the OPM or employing agencies to locate individuals for personnel research. Data are collected on a project-by-project basis under conditions assuring the confidentiality of the information. No personnel action or selection is made using these research records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Under normal circumstances, no individually identifiable records will be provided. However, under those unusual circumstances where an individually identifiable record is required, proper safeguards will be maintained to protect the information collected from unwarranted invasion of personal privacy. Such protection must be specified in writing by the requestor and to the satisfaction of the agency official responsible for maintaining the data that the proposed use of the data is in the compliance with the letter and spirit of the Privacy Act. Under these circumstances, the routine uses are as follows:

a. By the Office or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

b. To furnish personnel records and information to the Equal Employment Opportunity Commission for use in determining the existence of adverse impact in the total selection program, in reviewing allegations of discrimination, or in assessing the status of compliance with Federal law.

c. To furnish information to the Merit Systems Protection Board, including the Office of the Special Counsel, in connection with actions by offices relating to allegations of discriminatory practices on the part of an agency or one of its employees.

d. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to subject matter involved in a pending judicial or administrative proceeding.

e. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is a party to a judicial proceeding or in order to comply with the issuance of a subpoena.

f. To provide information to a congressional office from the record of an individual in response to a request from that congressional office made at the request of that individual.

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

Storage:

These records are maintained in file folders and on punched cards, disks, and magnetic tape.

Retrievability:

Records are generally maintained by project. Personal information can be retrieved by name of personal identifier only for certain research projects such as those involving longitudinal studies.

Safeguards:

Records are kept in locked files in a locked room with access limited to authorized staff. Access to tape, disk, and other files used in data processing will be only by authorized staff.

Retention and disposal:

Records are retained for two years after completion of the project unless needed in the course of litigation or other administrative actions involving a research or test validation survey. Manual records are destroyed by shredding or burning and magnetic tapes or disks are erased.

System manager(s) and address:

Office of Personnel Research and Development, Staffing Group, U.S. Office of Personnel Management, 1900 E Street NW., Washington, D.C. 20415.

Notification procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact the system manager, the OPM regional office servicing the State where they are employed (see list of OPM regional office addresses in the Appendix), or their employing agency's personnel office. Individuals must furnish the following information for their records to be located and identified:

- a. Full name
- b. Date of birth
- c. If known, the title, time, and/or place of the test validation research study in which the individual participated
- d. Social Security Number.
- e. Signature

Record access procedures:

21.4 - Exhibit 01--Continued

Specific materials in this system have been exempted from Privacy Act provisions at 5 U.S.C. 552a(d), regarding access to records. The section of this notice titled

Systems exempted from certain provisions of the Act, which appears below, indicates the kinds of materials exempted and the reasons for exempting them for access. Individuals wishing to request access to non-exempt records should contact the system manager indicated above the OPM regional office, or their agency personnel or other designated office, as appropriate. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.
- b. Date of birth.
- c. If known, the title, time, and/or place of the test validation research study in which the individual participated.

- d. Social Security Number.
- e. Signature.

Individuals requesting access must also comply with the Office's Privacy Act regulations regarding verification of identity and access to records (5 CFR 297.201 and 297.203).

Contesting record procedures:

Specific materials in this system have been exempted from Privacy Act provisions at 5 U.S.C. 552a(d) regarding amendment of records. The section of this notice titled Systems exempted from certain provisions of the Act, which appears below, indicates the kinds of materials exempted and the reasons for exempting them from amendment. Individuals wishing to request amendment of any non-exempt records should contact the system manager indicated above, the OPM regional office, or their agency personnel or other designated office, as appropriate. Individuals must furnish the following information for their records to be located and identified.

- a. Full name.
- b. Date of birth.
- c. If known, the title, time, and/or place of the test validation research study in which the individual participated.
- d. Social Security Number.

- e. Signature.

Individuals requesting amendment must also comply with the Office's Privacy Act regulations regarding verifications of identity and amendment of records. (5 CFR 297.201 and 297.208).

Record source categories:

Individual applicants, including Federal, State, or local government employees, supervisors, assessment center assessors, and agency or Office personnel files and records (e.g., race, sex, national origin, and disability status data from OPM/GOVT-1 and OPM/GOVT-7 systems of records).

Systems exempted from certain provisions of the act:

This system contains testing and examining materials that are used solely to determine individual qualifications for appointment or promotion in the Federal service. The Privacy Act, at 5 U.S.C. 552a(k)(6), permits an agency to exempt all such testing and examination material and information from certain provisions of the Act, when the disclosure of the material would compromise the objectivity or fairness of the testing or examination process. The Office of Personnel Management has claimed exemptions from the requirements of 5 U.S.C. 552a(d), which relates to access to an amendment of records.

The specific materials exempted include but are not limited to the following:

- a. Answer keys
- b. Assessment center exercises.
- c. Assessment center exercise reports.
- d. Assessor guidance material.
- e. Assessment center observation reports.
- f. Assessment center summary reports
- g. Other applicant appraisal methods—such as performance tests, work samples and simulations, miniature training and evaluation exercises, structured interviews—and their associated evaluation guides and reports.
- h. Item analyses and similar data which contain test keys.
- i. Ratings given for the purpose of validating examinations.
- j. Rating schedules, including crediting plans and scoring formulas for other selection procedures.
- k. Ratings sheets
- l. Test booklets, including the written instructions for their preparation.
- m. Test item files
- n. Test answer sheets

OPM/GOVT-7

System name:

Applicant Race, Sex, National Origin, and Disability Status Records.

System location:

Records in this system may be located in the following offices:

1. Office of Personnel Research and Development, Staffing Group, U.S. Office of Personnel Management, Room 3G29, 1900 E Street, NW., Washington, D.C. 20415.

2. Office of Affirmative Employment Programs, U.S. Office of Personnel Management, 1900 E Street, NW., Washington, D.C. 20415.

3. OPM Regional Offices (see list of OPM regional office addresses in the Appendix published April 16, 1982, 47 FR 16503) and any register-holding area offices under the jurisdiction of a regional office.

4. Agency Personnel, Equal Employment Opportunity, or Federal Equal Opportunity Recruitment Program offices or other designated offices.

Categories of individuals covered by the system:

Current and former Federal employees and individuals who have applied for Federal employment, including:

1. Applicants for examinations administered either by OPM or by agencies.
2. Applicants on registers or in inventories maintained by OPM and subject to its regulations.
3. Applicants for positions in agencies having direct hire authority and using their own examining procedures in compliance with OPM regulations.
4. Applicants whose records are retained in an agency Equal Opportunity Recruitment file (including any file an agency maintains on current employees from under-represented groups); and
5. Applicants (including current and former Federal employees) who apply for vacancies announced under an agency's merit promotion plan.

Categories of records in the system:

The records include the individual's name, Social Security Number, date of birth, statement of major field of study, type of current or former Federal employment status (e.g., career or temporary), applications showing work and education experience, and race, sex, national origin, and disability status data.

Note.—The race and national origin information in this system is obtained by three alternative methods: (1) Use of an OPM Form on which individuals identify themselves as to race and national origin; or (2) by visual observation (race) or knowledge of an individual's background (National origin); or (3) at the agency's option, from the OPM/GOVT-1 system in the case of applicants who are current Federal employees. Disability status is obtained by use of Standard Form 256, "Self Identification of Medical Disability," which allows for a description by self-identification of the handicap.

Authority for maintenance of the system:

5 U.S.C. 7201, Sections 4A, 4B, 15A (1) and (2), 15B(11), and 15D(11); Uniform Guidelines on Employee Selection Procedures (1978), 43 FR 38297 et seq. (August 25, 1978); 29 CFR 1613.301; and 5 CFR 720.301.

Purpose(s):

These records are used by OPM and agencies to:

1. Evaluate personnel/organizational measurement and selection methods.

2. Implement and evaluate agency affirmative employment programs.

3. Implement and evaluate agency Federal Equal Opportunity Recruitment Programs (including establishment of minority recruitment files).

4. Enable the Office to meet its responsibility to assess an agency's implementation of the Federal Equal Opportunity Recruitment Program.

5. Determine adverse impact in the selection process as required by the Uniform Guidelines cited in the "Authority" section above. (See also "Questions and Answers," on those Guidelines published at 44 FR 11996, March 2, 1979); and

6. Enable reports to be prepared regarding breakdowns, by race, sex, national origin, of applicants, by exams taken, and on the selection of such applicants for employment.

7. To locate individuals for personnel research.

Note.—These data are maintained under conditions that ensure that the individual's identification as to race, sex, national origin, or disability status, does not accompany that individual's application nor is otherwise made known when the individual is under consideration by a selecting official.