

CORPORATION-14

SYSTEM NAME:

Merit Promotion Plan Files.

SYSTEM LOCATION:

Human Resources, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC 20525.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Applicants for employment with the Corporation.

CATEGORIES OF RECORDS IN THE SYSTEM:

These files contain copies of applications for employment (SF-612 or resumes) submitted by applicants and other background information regarding qualifications of the applicant for positions in the Corporation.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Domestic Volunteer Service Act of 1973, as amended, and the National Community Service Act of 1990, as amended.

PURPOSE(S):

To provide documentation necessary to support the Corporation's merit selection process.

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

The contents of these files are used as follows: (1) To Human Resources regarding suitability or qualifications of an applicant for employment; and (2) to any source which requests information in the course of an inquiry regarding the qualifications of an applicant to identify the individual, inform the source of the nature and purpose of the inquiry, and to identify the type of information requested. Also, see General Routine Uses contained in Preliminary Statement.

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

STORAGE:

Records are maintained in file folders in locked metal file cabinets.

RETRIEVABILITY:

Records are indexed by vacancy announcement number.

SAFEGUARDS:

Records are available to Corporation employees with a job related need.

RETENTION AND DISPOSAL:

Records are destroyed when applications are two (2) years old. Applications which resulted in appointment are filed in the Official Personnel Folder and subsequently retired to the Federal Records Center, St. Louis, Missouri.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Human Resources, Corporation for National and Community Service, 1201 New York Avenue, N.W., Washington, D.C., 20525.

NOTIFICATION PROCEDURE:

See the Notification paragraph in the Preliminary Statement.

RECORD ACCESS PROCEDURES:

See the Access and Contest paragraph in the Preliminary Statement.

Contesting Record Categories:

Same as Record Access Procedures category.

RECORD SOURCE CATEGORIES:

Information is obtained from the following categories of sources: applications and other personnel forms furnished by the individual; written references from sources disclosed by the applicant, such as, employers and schools.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.