

CORPORATION-5

SYSTEM NAME:

Employee and Applicant Records 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:

Current and former employees; applicants; individuals involved in a grievance.

CATEGORIES OF RECORDS IN THE SYSTEM:

- (1) The Staff Security Files contain investigative information regarding an individual's character, conduct or behavior in the community; loyalty to the U.S. Government; arrests and convictions, interviews with former Supervisors, coworkers, associates, educators, etc., about qualifications for a specific position; and inquiries with law enforcement agencies, former employers, and educational institutions.
- (2) The Grievance, Appeal and Arbitration Files contain copies of petitions, complaints, charges, responses, rebuttals, evidentiary materials, briefs, affidavits, statements, records of hearings and decisions or findings of fact and incidental correspondence regarding complaints and appeals.
- (3) The Employees Indebtedness Files contain correspondence regarding alleged indebtedness of Corporation employees, including employees' responses, the Corporation's response to the employee and/or creditor and records relating to assistance to the employee in resolving indebtedness.
- (4) The Employee Reemployment and Repromotion Priority Consideration Files list a person's name and the positions he or she was considered for, dates of consideration and a copy of the individual's latest Standard Form 171 and performance evaluation.
- (5) The Performance Evaluation File consists of annual evaluations of employee performance prepared by supervisors and reviewed by supervisory reviewing officials, together with employee's comments.
- (6) The Management-Union Records System consists of printouts of an employee's name, grade, series, title, or organizational entity and other data which determine inclusion or exclusion from the bargaining unit under the union contract. The printout also shows of dues withheld from each employee.
- (7) The Human Resources Management Information System is a record of employees' tenure, benefits eligibility, awards, and other data used by Human Resources and Corporation managers.
- (8) The Personnel History Program is a record of personnel actions made during employment, forwarding address, reason for leaving, social security number, date of birth, tenure, and information regarding date and reason for termination.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Domestic Volunteer Service Act of 1973, as amended; the National and Community Service Act of 1990, as amended; provisions of the Federal Personnel Manual; Executive Orders concerning management relations with employee organizations; Executive Order 10450; and various acts of Congress relating to personnel investigations as authorized by the Office of Personnel Management.

PURPOSE(S):

To provide an information system which supports the Corporation's personnel management program.

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

As indicated below, the subsystems incorporate all or some of the published routine uses.

- (1) Staff Security Files—in addition to routine uses, may be disclosed to the Office of Human Resources as part of the personnel investigation records system.
- (2) Grievance, Appeal and Arbitration Records and Files—in addition to routine uses, may be disclosed to (a) OPM; the Merit Systems Protection Board; and the Office of Special Counsel, on request in conjunction with an appeal or with regard to personnel investigations regarding complaints of Federal Employees and applicants; and (b) to designated hearing examiners, arbitrators and third-party appellate authorities involved in hears or appeals.
- (3) Employees Indebtedness Records and Files—may be released under our routine uses numbers 1 and 2, except that under routine use number 1, records may be released to an appropriate Federal agency or referred to a court or other administrative board on matters related to probation and parole.
- (4) Employee Reemployment and Repromotion Priority Consideration Records and Files—in addition to routine uses, may be disclosed to: (a) OPM as part of the OPM personnel management evaluation system; and (b) to OPM for information concerning reemployment and repromotion rights.
- (5) Performance Evaluation Files—in addition to our general routine uses, may be disclosed to an OPM request for information.
- (6) Management Union Records—in addition to routine uses, may be disclosed to: (a) The Corporation employees' union for dues maintenance and inclusion in the bargaining unit; (b) the Treasury Department for preparation of dues withholding; and (c) OPM for management/labor relations reports.
- (7) Human Resources Management Information System—used by Corporation officials for day-to-day work information; statistical reports without personal identifiers and for in-house reports relating to management. Information contained in this record is reflected in the individual's official personnel folder.
- (8) Personnel History Program—is used by the Human Resources staff to verify service and for other day-to-day information.

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

Records, including file folders, floppy disks, lists and loose-leaf binders, are stored in metal file cabinets with locks, or in secured rooms with access limited to employees whose duties require access. Where data is obtained via computer, controlled access is maintained through computer security control procedures.

RETRIEVABILITY:

Records are indexed by name or social security number.

SAFEGUARDS:

Records are available to Corporation employees having a need in the performance of their duties. Generally, Security Files are available only to office heads or security personnel.

RETENTION AND DISPOSAL:

After termination, death, retirement, or consideration of an applicant, the Staff Security Files are retained three (3) years and then retired to a Federal Records Center for twenty-seven (27) years and then destroyed. The Grievances, Appeals and Arbitration Files are retained indefinitely in Human Resources. The Employee Indebtedness Files are destroyed on a bi-annual basis or when the indebtedness is resolved. The Employee Reemployment and Repromotion Priority Consideration Files are retained according to length of reemployment or repromotion eligibility. The Performance Evaluation Files are retained one year or until superseded. The Human Resources Management Information System records and the Personnel Program data are kept indefinitely in the Office of Human Resources. The Management-Union Lists are retained until superseded by a corrected or updated list.

SYSTEM MANAGER(S) AND ADDRESS:

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

NOTIFICATION PROCEDURE:

See the Notification paragraph in the Preliminary Statement.

RECORD ACCESS PROCEDURES:

See the Notification paragraph in the Preliminary Statement.

CONTESTING RECORD SOURCE CATEGORIES:

Same as "Record Access Procedures".

RECORD SOURCE CATEGORIES:

From the individual; the official personnel folder; statistical and other information developed by Human Resources staff, such as the enter on duty date, and within grade increase due dates; agency supervisors and reviewing officials; individual employee fiscal and payroll records; alleged creditors of employees; witnesses to occurrences giving rise to a grievance, appeal, or other action; hearing records and affidavits and other documents used or usable in connection with grievance, appeal and arbitration hearings. Information contained in the Staff Security files is obtained from: (a) Applications and other personnel and security forms furnished by the individual; (b) investigative material furnished by other Federal agencies; (c) personal investigation or written inquiry from associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, and other sources as may be developed from the above; and (d) the individual.

EXEMPTION CLAIMED FOR THE SYSTEM:

None.