

## OPM CENTRAL-10

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### ***System Name:***

Federal Executive Institute Program Participant Records.

### ***System Location(s):***

Federal Executive Institute, Office of Executive and Management Development, Office of Personnel Management, 1301 Emmet Street, Charlottesville, VA 22903-4899.

### ***Categories of Individuals Covered by the System:***

All Federal, State, and local government employees (both current and former), international executives, former faculty and staff, and Fellowship students who have attended programs at the Federal Executive Institute (FEI).

### ***Categories of Records in the System:***

This system contains information supplied by the sponsoring agency and the program participant, including application and consent forms, supporting correspondence, class rosters and directories. The records contain the name, position title, office address and telephone number, Social Security Number, FEI program attended, and, with the approval of the individual, home address and telephone number of program participants. Demographic information is obtained on a completely anonymous basis and is stored as such. It cannot be retrieved as related to any individual. Race and National Origin (RNO) information that is submitted and entered into the system is immediately blocked from individual identification. The RNO information system can generate general reports but the System Administrator(s) is the only individual(s) that can access the original information.

### ***Authority for Maintenance of the System:***

Includes the following with any revisions and amendments:

5 U.S.C. 301 and 4117.

### ***Purpose(s):***

The records are used by FEI staff to administer the program, to promote program participant interaction, and by FEI program participants to maintain contact with other participants. These records may be used to locate individuals for personnel research but no records are released without prior permission. No RNO information will be accessed except as a group with no individual recognition.

### ***Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such Uses:***

Routine uses 1 through 10 of the Prefatory Statement at the beginning of OPM's system notices (60 FR 63075, effective January 17, 1996) apply to the records maintained within this system.

The routine uses listed below are specific to this system of records only:

a. To disclose information to Federal agencies to assist them in planning for executive development programs.

b. To provide information to the FEI Alumni Association for the purpose of mailing association materials to an alumni's home or business address.

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

#### **Storage:**

Records are maintained in hard copy (for 2 years) and automated form.

#### ***Retrievability:***

Records are retrieved by the name of the individual on whom they are maintained. A secondary identifier will be the Social Security Number of an individual (the secondary identifier will not be released in any records). Records may also be retrieved by agency, location and FEI programs.

#### ***Safeguards:***

Records kept by FEI officials are maintained in a secured area with access limited to those authorized personnel at FEI whose duties require access. Distribution of information is limited to FEI program participants and specified recipients. In addition:

- a. At the request of the individual, his or her home address and telephone number will not be released;
- b. Social Security Numbers will not be included in any information released.
- c. At the request of the employing agency, information relating to the individual's status (i.e., position title) will not be released.

#### ***Retention and Disposal:***

Hard copies of applicant files are destroyed after a maximum of 3 years. The automated data base is an ongoing file system.

#### ***System Manager(s) and Address(es):***

Director, Federal Executive Institute, Office of Executive and Management Development, Office of Personnel Management, 1301 Emmet Street, Charlottesville, VA 22903-4899; Computer Specialist, Federal Executive Institute, Office of Executive and Management Development, Office of Personnel Management, 1301 Emmet Street, Charlottesville, VA 22903-4899.

#### ***Notification Procedure:***

Individuals wishing to inquire whether this system contains information about them should contact the system manager(s). Individuals must furnish the following information for their records to be located and identified:

- a. Name (possibly Social Security Number).
- b. Agency.
- c. FEI program attended and dates.

#### ***Record Access Procedures:***

Individuals wishing to request access to their records should contact the system manager(s). Individuals must furnish the following information for their records to be located and identified:

- a. Name (possibly Social Security Number).
- b. Agency.
- c. FEI program attended and dates.

Individuals requesting access must also follow OPM's Privacy Act regulations regarding verification of identity and access to records (5 CFR part 297).

***Contesting Record Procedures:***

Individuals wishing to request amendment of records about them should contact the system manager(s). Individuals must furnish the following information for their records to be located and identified:

- a. Name (possibly Social Security Number).
- b. Agency.
- c. FEI program attended and dates.