

OPM CENTRAL-6

System Name:

Administrative Law Judges Office, Employment Service, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415.

Categories of Individuals Covered by the System:

Persons who have applied for Administrative Law Judge positions in the Federal service or who are employees or former employees in Administrative Law Judge positions in the Federal service.

Categories of Records in the System:

These records contain information on the education and training, employment history and earnings, appraisals of past performance, convictions for offenses against the law, results of written tests, appraisals of potential, rating and ranking determinations and appeals of such determinations, honors, awards, or fellowships, and other background and biographical data on persons who are or were applicants for Administrative Law Judge positions in the Federal service.

Authority for Maintenance of the System:

5 U.S.C. 1305, 3105, and 3344.

Purpose(s):

These records serve as a basis for rating and ranking applicants for Administrative Law Judge positions in the Federal service, documenting the rating and ranking assigned, processing an appeal of a rating or ranking determination, and referring the ranked candidates to Federal agencies for employment consideration. OPM may use these records to locate individuals for personnel research.

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 apply to the records maintained within this system. The routine uses listed below are specific to this system of records only:

- a. To refer applicants to Federal agencies for employment consideration for Administrative Law Judge positions.
- b. To refer current and former Administrative Law Judges to Federal agencies for consideration for detail, transfer, reassignment, reinstatement, or reemployment, as applicable.
- c. To disclose information to any source (e.g., references, employers, educational institutions or applicant/appellant review panel members) 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), when necessary to obtain information relevant to an agency decision concerning the hiring or decision concerning the hiring or retention of an employee, the issuance of a security clearance, the conducting of 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.

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

Storage:

Records are maintained on computer disks, cards, lists, forms, and in file folders.

Retrievability:

Records are retrieved by the name and Social Security Number of the individual to whom they pertain.

Safeguards:

Records are maintained in a secured area and are available only to authorized personnel whose duties require access.

Retention and Disposal:

Records are maintained for 7 years. Expired records are shredded or burned.

System Manager(s) and Address(es):

Director, Administrative Law Judges Office, Employment Service Office of Personnel Management, 1900 E Street NW, Washington, DC 20415.

Notification Procedure:

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

- a. Full name and date of birth.
- b. Social security number.

Record Access Procedures:

Specific materials in this system have been exempted from Privacy Act requirements at 5 U.S.C. 552a(c)(3) and (d), regarding access to records. The section of this notice titled Systems Exempted from Certain Provisions of the Act indicates the kinds of materials exempted and the reasons for exempting them from access. Individuals wishing to request access to non-exempt records about them should contact the system manager indicated. Individuals must furnish the following information for their records to be located and identified.

- a. Full name and date of birth.
- b. Social Security Number.
- c. Date of application for examination.

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

Contesting Record Procedures:

Specific materials in this system have been exempted from Privacy Act requirements regarding amendment of records at 5 U.S.C. 552a(d). The section of this notice titled Systems Exempted from Certain Provisions of the Act indicates the kinds of materials exempted and the reasons for exempting them from amendment. Individuals wishing to request amendment of non-exempt records should contact the system manager indicated. Individuals must furnish the following information for their records to be located and identified.

- a. Full name and date of birth.
- b. Social Security Number.
- c. Date of application for examination.

An individual requesting amendment must also follow OPM's Privacy Act regulations regarding verification of identity and amendment of records (5 CFR part 297).

Record Source Categories:

Information in this system of records comes from the individual to whom it applies or is derived from information he or she supplied, except for information on vouchers or otherwise provided that is:

- a. Supplied by references, employers, or educational institutions listed by the applicant; or
- b. Supplied by references, employers, or educational institutions listed by the appellant.

Systems Exempted from Certain Provisions of the Act:

All information in these records that meets the criteria stated in 5 U.S.C. 552a(k)(5) is exempt from the requirement of 5 U.S.C. 552a(c)(3) and (d) concerning accounting of disclosures, and access to or amendment of records. The exemptions are claimed because this system contains investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment. To the extent that the release of such material would reveal the identity of a source who furnished information to the government under an express promise that the identity of the source would be held in confidence, or, 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.

All information in these records that meets the criteria stated in 5 U.S.C. 552a(k)(6) is exempt from the requirement of 5 U.S.C. 552a(d) concerning access to or amendment of records. This exemption is claimed because portions of this system relate to testing and examining materials used solely to determine individual qualifications for appointment or promotion in the Federal service. Access to or amendment of this information by the data subject would compromise the objectivity and fairness of the testing or examining process.