

## OPM INTERNAL-1

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***System Name:***

Defense Mobilization Emergency Cadre Records.

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

Security Services, Office of Contracting and Administrative Services, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415.

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

Current OPM employees who are members of the Defense Mobilization Cadre.

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

This system consists of records containing name, address, telephone number, and private automobile information.

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

Includes the following with any revisions or amendments: Federal Civil Defense Act of 1950.

***Purpose(s):***

The records serve to identify and register members of the two emergency cadres. The originals and one copy of the records are maintained in OPM's Mobilization Office files (alphabetically and by cadre) for administrative purposes. The third copy is sent to the OPM Relocation Site for use in granting access to the site in the event cadre members must relocate under emergency conditions. The records are a source of personal data for preparation of Federal Emergency Identification Cards, carried by cadre members to facilitate necessary travel under emergency conditions and formation of carpools as might be practical in the event of an emergency.

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

Routine uses 1, and 3 through 8, of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. There are no system unique routine uses.

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

**Storage:**

Records are maintained on cards.

***Retrievability:***

Records are retrieved by individual name and emergency cadre.

***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 as long as the individual is an emergency cadre member. Expired records are burned.

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

Chief, Security Services, Office of Contracting and Administrative Services, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415.

***Notification Procedure:***

OPM employees wishing to inquire whether this system of records contains information about them should contact the system manager indicated above. Individuals must furnish their full names for their records to be located and identified.

***Record Access Procedures:***

OPM employees wishing to request access to records about them should contact the system manager indicated above. Individuals must furnish their full names for their records to be located and identified. An individual 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:***

Since all record information is provided by the individual employee who is the subject of the record, most record corrections can be handled through established administrative procedures for updating the records. However, OPM employees wishing to contest records about them under provisions of the Privacy Act should contact the system manager indicated above. Individuals must furnish their full name for the records to be located and identified. 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 is obtained from:

- a. OPM Cadre lists.
- b. OPM Cadre members.