

OPM INTERNAL-7

System Name:

Complaints and Inquiries Records.

System Location(s):

Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415-0001.

Categories of Individuals Covered by the System:

Current OPM employees about whom complaints or inquiries have been received.

Categories of Records in the System:

This system contains information or correspondence concerning an individual's employment status or conduct while employed by OPM. Examples of these records include: Correspondence from Federal employees, members of Congress, or members of the public alleging misconduct of an OPM employee; and miscellaneous complaints not covered by OPM's formal or negotiated grievance procedure.

Authority for Maintenance of the System:

Executive Order 11222.

Purpose(s):

These records are used to take action on or respond to a complaint or inquiry concerning an OPM employee or to counsel the employee.

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

Routine uses 1 through 11 of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. The routine use listed below is specific to this system of records only.

To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose of the request, and identify the type of information requested), where necessary to obtain information relevant to an OPM decision concerning the individual employee, e.g., on the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, 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:

These records are maintained on cards and in file folders which are separate from the employee's Official Personnel Folder.

Retrievability:

These records are retrieved by the name of the individual on whom they are maintained.

Safeguards:

These records are filed in lockable metal filing cabinets with access limited to personnel whose official duties require access.

Retention and Disposal:

These records are disposed of upon the transfer or separation of the employee or after 1 year, whichever is earlier. Disposal is by shredding or burning.

System Manager(s) and Address(es):

Director, Office of Human Resources and EEO, 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. Individuals must furnish the following information for their records to be located and identified:

- a. Name.
- b. Date of birth.

Record Access Procedures:

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

- a. Name.
- b. Date of birth.

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:

OPM employees wishing to request amendment of their records should contact the system manager indicated. Individuals must furnish the following information for their records to be located and identified:

- a. Name.
- b. Date of birth.

Individuals 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. The individual to whom the information pertains.
- b. Federal employees, Members of Congress, creditors, or members of the public who submitted the complaint or inquiry.

c. OPM officials.

d. Other source from whom information was requested regarding the complaint or inquiry.