

## OPM INTERNAL-9

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***System Name:***

Employee Locator Card Files.

***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:***

Employees of OPM.

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

This system contains information regarding the organizational location and telephone extension of individual OPM employees. The system also contains the home address and telephone number of the employee and the name, address, and telephone number of an individual to contact in the event of a medical or other emergency involving the employee.

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

Includes the following with any revisions or amendments:

5 U.S.C. 301.

***Purpose(s):***

Information is collected for this system in order to identify an individual for OPM officials to contact, should an emergency of a medical or other nature involving the employee occur while the employee is on the job. These records may be used 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 11 of the Prefatory Statement at the beginning of OPM's system notices apply to the records maintained within this system. There are no routine uses unique to this system of records.

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

Storage:

Records are maintained on cards or in an automated format.

***Retrievability:***

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

***Safeguards:***

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

***Retention and Disposal:***

Records are maintained as long as the individual is an employee of OPM. Expired records are destroyed by burning, shredding, or erasure of tapes/disks.

***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:***

OPM employees 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. Full name.

***Record Access Procedures:***

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

- a. Full name.

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

***Contesting Record Procedures:***

OPM employees may amend information in these records at any time by resubmitting updated information. Individuals wishing to request amendment of their records under the provisions of the Privacy Act should contact the system manager. Individuals must furnish the following information for their records to be located and identified:

- a. Full name.

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 is provided by the individual who is the subject of the record.