

rely in proving the contention at the hearing. The petitioner must also provide references to those specific sources and documents of which the petitioner is aware and on which the petitioner intends to rely to establish those facts or expert opinion. Petitioner must provide sufficient information to show that a genuine dispute exists with the applicant on a material issue of law or fact. Contentions shall be limited to matters within the scope of the amendment under consideration. The contention must be one which, if proven, would entitle the petitioner to relief. A petitioner who fails to file such a supplement which satisfies these requirements with respect to at least one contention will not be permitted to participate as a party.

Those permitted to intervene become parties to the proceeding, subject to any limitations in the order granting leave to intervene, and have the opportunity to participate fully in the conduct of the hearing, including the opportunity to present evidence and cross-examine witnesses.

If a hearing is requested, the Commission will make a final determination on the issue of no significant hazards consideration. The final determination will serve to decide when the hearing is held.

If the final determination is that the amendment request involves no significant hazards consideration, the Commission may issue the amendment and make it immediately effective, notwithstanding the request for a hearing. Any hearing held would take place after issuance of the amendment.

If the final determination is that the amendment request involves a significant hazards consideration, any hearing held would take place before the issuance of any amendment.

A request for a hearing or a petition for leave to intervene must be filed with the Secretary of the Commission, U.S. Nuclear Regulatory Commission, Washington, DC 20555, Attention: Docketing and Services Branch, or may be delivered to the Commission's Public Document Room, the Gelman Building, 2120 L Street, NW., Washington, DC, by the above date. Where petitions are filed during the last 10 days of the notice period, it is requested that the petitioner promptly so inform the Commission by a toll-free telephone call to Western Union at 1-(800) 248-5100 (in Missouri 1-(800) 342-6700). The Western Union operator should be given Datagram Identification Number N1023 and the following message addressed to John F. Stolz, Director, Project Directorate I-2: petitioner's name and telephone number, date petition was mailed, plant

name, and publication date and page number of this Federal Register notice. A copy of the petition should also be sent to the Office of the General Counsel, U.S. Nuclear Regulatory Commission, Washington, DC 20555, and to J. W. Durham, Sr., Esquire, Sr. V.P. and General Counsel, PECO Energy Company, 2301 Market Street, Philadelphia, Pennsylvania 19101, attorney for the licensee.

Nontimely filings of petitions for leave to intervene, amended petitions, supplemental petitions and/or requests for hearing will not be entertained absent a determination by the Commission, the presiding officer or the presiding Atomic Safety and Licensing Board that the petition and/or request should be granted based upon a balancing of the factors specified in 10 CFR 2.714(a)(1)(i)-(v) and 2.714(d).

For further details with respect to this action, see the application for amendment dated November 30, 1995, which is available for public inspection at the Commission's Public Document Room, the Gelman Building, 2120 L Street, NW., Washington, DC, and at the local public document room located at the Government Publications Section, State Library of Pennsylvania, (REGIONAL DEPOSITORY) Education Building, Walnut Street and Commonwealth Avenue, Box 1601, Harrisburg, Pennsylvania 17105.

Dated at Rockville, Maryland, this 4th day of December 1995.

For the Nuclear Regulatory Commission,  
Joseph W. Shea,  
*Project Manager, Project Directorate I-2,  
Division of Reactor Projects—I/II, Office of  
Nuclear Reactor Regulation.*

[FR Doc. 95-29936 Filed 12-7-95; 8:45 am]  
BILLING CODE 7590-01-P

## OFFICE OF PERSONNEL MANAGEMENT

[RI 25-49]

### Notice of Intention to Request Review of a Revised Information Collection

**AGENCY:** Office of Personnel Management.

**ACTION:** Notice.

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1995 (Public Law 104-13, May 22, 1995), this notice announces that the Office of Personnel Management intends to submit to the Office of Management and Budget a request for clearance of a revised information collection, RI 25-49, Verification of Adult Student Enrollment Status, is used to verify that

adult students are entitled to payments, OPM needs to know that a full-time enrollment has been maintained.

We estimate 10,000 RI 25-49 forms are completed annually. Each form takes approximately 60 minutes to complete. The annual estimated burden is 10,000 hours.

For copies of this proposal, contact Jim Farron on (202) 418-3208, or E-mail to [jmfarron@mail.opm.gov](mailto:jmfarron@mail.opm.gov)

**DATES:** Comments on this proposal should be received on or before February 6, 1996.

**ADDRESSES:** Send or deliver comments to—Lorraine E. Dettman, Chief, Retirement and Insurance Service, Operations Support Division, U.S. Office of Personnel Management, 1900 E Street, NW., Room 3349, Washington, DC 20415.

**FOR FURTHER INFORMATION REGARDING ADMINISTRATIVE COORDINATION—CONTACT:** Mary Beth Smith-Toomey, Management Services Division, (202) 606-0623.

Office of Personnel Management.

Lorraine A. Green,

*Deputy Director.*

[FR Doc. 95-29880 Filed 12-7-95; 8:45 am]

BILLING CODE 6325-01-M

## Privacy Act of 1974; Update of Existing Notices of Systems of Records

**AGENCY:** Office of Personnel Management (OPM).

**ACTION:** Notice of updated system notices.

**SUMMARY:** The Office of Personnel Management (OPM) has conducted a comprehensive review of all Internal and Central Privacy Act systems of records. This notice publishes updates to the Internal and Central systems of records, last published in complete form in April 1993. This notice proposes the adoption of a "Prefatory Statement of Routine Uses for OPM's Internal and Central Systems of Records."

**DATES:** The proposed non-substantive changes will be effective without further notice on January 8, 1996. The proposed substantive changes will be effective January 17, 1996, unless comments are received that result in a contrary determination.

**ADDRESSES:** Send written comments to Office of Personnel Management, ATTN: Mr. Robert Huley, Office of Information Technology, 1900 E Street NW., Room 5415, Washington, DC 20415-0001.

**FOR FURTHER INFORMATION CONTACT:** Mr. Robert Huley at (202) 418-3200.

**SUPPLEMENTARY INFORMATION:** OPM last published its Internal and Central

system notices in complete form April 12, 1993 (58 FR 19153). Since that time there have been two new Internal and one new Central system notices published: OPM/Internal-12, Telephone Call Record Detail Records (58 FR 47002, effective 11/2/93); OPM/Internal-13, Parking Program Records (59 FR 64439, effective 1/13/95); and OPM/Central-14, Debarment or Suspension Records of Federal Employees Health Benefits Program (FEHBP) (60 FR 39194, effective 8/31/95).

This update is meant to conform to the review requirements as set by the Office of Management and Budget Circular A-130, Appendix I, for system notices. Changes have been made to several notices to more accurately describe the contents of the system of records. Due to OPM's recent reorganization, the system location, manager, and address information has been changed for each system notice.

The adoption of a "Prefatory Statement" format will allow OPM to publish certain established repetitive routine uses for Internal and Central systems of records only once, in the interests of simplicity, economy, and to avoid redundancy. Each Internal and Central system notice will make reference to the routine uses of the prefatory statement applicable to that notice, and will print in full any routine uses unique to that specific system of records. Each system notice has been revised as necessary to reflect the use of the Prefatory Statement.

Following is a brief description of changes to system notices:

- OPM/INTERNAL-1, Defense Mobilization Emergency Cadre Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/INTERNAL-2, Negotiated Grievance Procedure Records—changed to reflect adoption of Prefatory Statement and agency reorganization. Records are no longer maintained in regional offices, so references to regional locations have been deleted.
- OPM/INTERNAL-3, Security Officer Control Files—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/INTERNAL-4, Health Program Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/INTERNAL-5, Pay, Leave and Travel Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/INTERNAL-6, Appeal and Administrative Review Records—

changed to reflect adoption of Prefatory Statement and agency reorganization. Records are no longer maintained in regional offices, so references to regional locations have been deleted.

- OPM/INTERNAL-7, Complaints and Inquiries Records—changed to reflect adoption of Prefatory Statement and agency reorganization. Records are no longer maintained in regional offices, so references to regional locations have been deleted.
- OPM/INTERNAL-8, Employee Counseling Services Program Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/INTERNAL-9, Employee Locator Card Files. Location of records has been updated to indicate records are also maintained in service centers.
- OPM/INTERNAL-10, Motor Vehicle Operator and Accident Report Records—changed to reflect adoption of Prefatory Statement and agency reorganization. The title has been changed to specify the maintenance of Motor Vehicle Operator "Authorization" records, and changes have been made throughout the system notice to clarify what authorization and report records are maintained where, for what purpose, and how to access them.
- OPM/INTERNAL-11, Administrative Grievance Records—changed to reflect adoption of Prefatory Statement and agency reorganization. Records are no longer maintained in regional offices, so references to regional locations have been deleted.
- OPM/INTERNAL-12, Telephone Call Detail Records—changed to reflect adoption of Prefatory Statement and agency reorganization. The category of individuals covered has been expanded to cover individuals who make as well as receive calls. The storage entry has been updated to reflect that data may be stored on optical media.
- OPM/INTERNAL-13, Parking Program Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/CENTRAL-1, Civil Service Retirement and Insurance Records—changed to reflect adoption of Prefatory Statement and agency reorganization. Routine uses that duplicate conditions of disclosure specified in the Privacy Act have been removed (no new routine uses have been added), organizational titles updated, and the routine uses covering release of data from the Retirement Master Annuity File to

Federal and State government agencies have been combined.

- OPM/CENTRAL-2, Complaints and Inquiries Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/CENTRAL-3, Reserved—no action.
- OPM/CENTRAL-4, Inspector General Investigations Case Files—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/CENTRAL-5, Intergovernmental Personnel Act Assignment Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/CENTRAL-6, Administrative Law Judge Application Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/CENTRAL-7, Litigation and Claims Records—changed to reflect adoption of Prefatory Statement and agency reorganization. The description of categories of records included in the system has been expanded to include garnishment documents. The purpose has been amended to note that the records are maintained to settle administrative claims brought against OPM employees as well as OPM (the agency).
- OPM/CENTRAL-8, Privacy Act/Freedom of Information Act (PA/FOIA) Case Records—changed to reflect adoption of Prefatory Statement and agency reorganization.
- OPM/CENTRAL-9, Personnel Investigations Records—changed to reflect adoption of Prefatory Statement and agency reorganization. The listing of authorities has been updated to delete Title 22, U.S.C., section 1434, which has been repealed. Disposal information has been updated to indicate that records are shredded or recycled instead of being burned.
- OPM/CENTRAL-10, Directory of Federal Executive Institute Alumni—changed to reflect adoption of Prefatory Statement and agency reorganization. This system of records is being renamed "Federal Executive Institute Program Participant Records," and the categories of records, purpose, and record source entries are being updated to reflect this change in emphasis. The policies and practices of storage entries have been updated to be more accurate.
- OPM/CENTRAL-11, Presidential Management Intern Program Records—changed to reflect adoption of Prefatory Statement and agency reorganization. The entry on records

retention is being revised to be more specific about retention periods.  
OPM/CENTRAL-12, Reserved—no action.

OPM/CENTRAL-13, Executive Personnel Records—changed to reflect adoption of Prefatory Statement and agency reorganization. The system notice has been revised throughout to be more accurate in terms of individuals covered, information included, and purpose of the system. The listing of authorities has been updated. The retention entry is revised to conform to indicate National Archives and Records Administration is reviewing a proposed disposition schedule change.

OPM/CENTRAL-14, Debarment or Suspension Records for Federal Employees Health Benefits Program (FEHBP)—changed to reflect adoption of Prefatory Statement. The required altered system report has been submitted to the Office of Management and Budget and Congress.

Office of Personnel Management.

Lorraine A. Green,

*Deputy Director.*

#### Prefatory Statement of Routine Uses for OPM's Internal and Central Systems of Records

Certain established routine uses have been found to be applicable to the majority of OPM's Internal and Central systems of records. These repetitive routine uses will be published in their entirety once, in this Prefatory Statement. Each Internal and Central system notice will note which of these routine uses are applicable to that notice, and will also include the full text of any routine uses unique to that system of records.

1. For Law Enforcement Purposes—To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where OPM becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

2. For Certain Disclosures to Other Federal Agencies—To disclose information to a Federal agency, in response to its request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a suitability or security investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant, or other benefit by the

requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

3. For Congressional Inquiry—To provide information to a congressional office from the record of an individual in response to an inquiry from that congressional office made at the request of that individual.

4. For Judicial/Administrative Proceedings—To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, when the Government is a party to the judicial or administrative proceeding. In those cases where the Government is not a party to the proceeding, records may be disclosed if a subpoena has been signed by a judge.

5. For National Archives and Records Administration—To disclose information to the National Archives and Records Administration for use in records management inspections.

6. Within OPM for Statistical/Analytical Studies—By OPM in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. While published studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.

7. For Litigation—To disclose information to the Department of Justice, or in a proceeding before a court, adjudicative body, or other administrative body before which OPM is authorized to appear, when:

(1) OPM, or any component thereof; or

(2) Any employee of OPM in his or her official capacity; or

(3) Any employee of OPM in his or her individual capacity where the Department of Justice or OPM has agreed to represent the employee; or

(4) The United States, when OPM determines that litigation is likely to affect OPM or any of its components; is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice or OPM is deemed by OPM to be relevant and necessary to the litigation provided, however, that the disclosure is compatible with the purpose for which records were collected.

8. For the Merit Systems Protection Board—To disclose information to officials of the Merit Systems Protection Board or the Office of the Special

Counsel, when requested in connection with appeals, special studies of the civil service and other merit systems, review of OPM rules and regulations, investigations of alleged or possible prohibited personnel practices, and such other functions, e.g., as promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law.

9. For the Equal Employment Opportunity Commission—To disclose information to the Equal Employment Opportunity Commission when requested in connection with investigations into alleged or possible discrimination practices in the Federal sector, compliance by Federal agencies with the Uniform Guidelines on Employee Selection Procedures or other functions vested in the Commission and to otherwise ensure compliance with the provisions of 5 U.S.C. 7201.

10. For the Federal Labor Relations Authority—To disclose information to the Federal Labor Relations Authority or its General Counsel when requested in connection with investigations of allegations of unfair labor practices or matters before the Federal Service Impasses Panel.

11. For Non-Federal Personnel—To disclose information to contractors, grantees, or volunteers performing or working on a contract, service, grant, cooperative agreement, or job for the Federal Government.

#### OPM/INTERNAL-1

##### SYSTEM LOCATION:

Change "Administration Group" to read "Office of Contracting and Administrative Services."

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:

Delete current entry (introduction and subparagraphs), insert: 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.

##### SYSTEM MANAGER(S) AND ADDRESS:

Change "Administration Group" to read "Office of Contracting and Administrative Services."

#### OPM/INTERNAL-2

##### SYSTEM LOCATION:

Delete current entry, insert: Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

##### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:

Delete current entry, insert:

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

a. By the Department of Labor in carrying out its function regarding labor-management relations in the Federal service.

b. To disclose information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

c. To disclose information to any source from which additional information is requested in the course of resolving a grievance, 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.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Assistant Director for Personnel, Administration Group" to read "Director, Office of Human Resources and EEO."

**NOTIFICATION PROCEDURE:**

Delete first paragraph, insert:  
Individuals who file a grievance under a negotiated procedure are aware of that fact and have been provided access to the record. They may, however, contact the indicated system manager regarding the existence of such records about them. Individuals must furnish the following information for their records to be located and identified:

**RECORDS ACCESS PROCEDURE:**

Delete first paragraph, insert:  
Individuals who file a grievance under a negotiated procedure are aware of that fact and have been provided access to the record. However, after the grievance has been closed, an individual may request access to the official copy of the grievance records by writing the indicated system manager. Individuals must furnish the following information for their records to be located and identified:

**CONTESTING RECORD PROCEDURE:**

Delete second paragraph, insert:  
Individuals wishing to request amendment of their records to correct factual errors should contact the indicated system manager. Individuals must furnish the following information for their records to be located and identified:

**OPM/INTERNAL-3**

**SYSTEM LOCATION:**

Change "Administration Group" to read "Office of Contracting and Administrative Services." Change "regional" to read "field service."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
Routine uses 1, 3, 5, and 6 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 disclose information to an agency in the executive, legislative, or judicial branch, or the District of Columbia Government, in response to its request in connection with the issuance of a security clearance or the conducting of a security or suitability investigation of an individual, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

b. To disclose information to the security office of an agency in the executive, legislative, or judicial branch, or the District of Columbia Government, in response to its request for verification of security clearance, to enable OPM employees to have access to classified data or areas where their official duties require such access.

**SYSTEM MANAGER AND ADDRESS:**

Delete current entry, insert: Chief, Security Services, Office of Contracting and Administrative Services, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415-0001, for central office employees. Field Service Office Directors for field service office employees.

**OPM/INTERNAL-4**

**SYSTEM LOCATION:**

Change "Associate Director for Administration" to read "Health Unit, Office of Contracting and Administrative Services."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
Routine uses 3, 4, and 7 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 information required by applicable law to be disclosed to a Federal, State, or local public health service agency, concerning individuals

who have contracted certain communicable diseases or conditions. Such information is used to prevent further outbreak of the disease or condition.

b. To disclose information to the appropriate Federal, State, or local agency responsible for investigation of an accident, disease, medical condition, or injury as required by pertinent legal authority.

c. To disclose to the Office of Workers' Compensation Programs in connection with a claim for benefits filed by an employee.

Note: Disclosure of these records beyond officials of OPM having a bona fide need for them or to the person to whom they pertain, is rarely made, as disclosures of information pertaining to an individual with a history of alcohol or drug abuse must be limited in compliance with the restriction of the Confidentiality of Alcohol and Drug Abuse Patient Records regulations 42 CFR part 2. Records pertaining to the physical and mental fitness of employees are, as a matter of OPM policy, afforded the same degree of confidentiality and are generally not disclosed.

**SYSTEM MANAGER(S) AND LOCATION:**

Change "Administration Group" to read "Office of Contracting and Administrative Services."

**OPM/INTERNAL-5**

**SYSTEM LOCATION:**

Change "Office of Procurement and Administrative Services, Administration Group" to read "Office of Contracting and Administrative Services."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
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. By the Department of Labor in connection with a claim filed by an employee for compensation due to a job-connected injury or illness.

b. By the Department of the Treasury to issue checks and U.S. Savings Bonds.

c. By State offices of unemployment compensation with survivor annuity or health benefits claims or records reconciliations.

d. By Federal Employee's Group Life Insurance or Health Benefits carriers in connection with survivor annuity or health benefits claims or records reconciliations.

e. To disclose information to the Internal Revenue Service and State and local tax authorities.

f. To provide officials of labor organizations recognized under 5 U.S.C. Chapter 71 with information as to the identity of OPM employees contributing union dues each pay period and the amount of dues withheld from each contributor.

g. To disclose information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

h. To disclose information to any source from which additional information is requested relevant to an OPM determination concerning an individual's pay, leave, or travel expenses, 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.

i. To disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

j. To disclose, annually, pay data to the Social Security Administration and the Department of the Treasury as required.

k. To disclose information to a Federal agency or Congressional inquiry from which additional or statistical information is requested relevant to the OPM Fare Subsidy Program.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Assistant Director of Procurement and Administrative Services, Administration Group" to read "Director, Office of Contracting and Administrative Services."

**OPM/INTERNAL-6**

**SYSTEM LOCATION:**

Delete current entry, insert: Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
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 uses listed below are specific to this system of records only:

a. To provide information to officials of labor organizations recognized under 5 U.S.C. Chapter 71, when relevant and necessary to their duties of exclusive representation concerning personnel

policies, practices, and matters affecting working conditions.

b. To disclose information to any source from which additional information is requested in the course of processing an appeal or administrative review procedure, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

**SYSTEM MANAGER(S) AND ADDRESSES:**

Change "Assistant Director, Office of Personnel, Administration Group" to read "Director, Office of Human Resources and EEO."

**NOTIFICATION PROCEDURE:**

Delete first paragraph, insert:  
Individuals involved in appeals and administrative review procedures are aware of that fact and have been provided access to the records. They may, however, contact the system manager indicated regarding the existence of such records about them. They must furnish the following information for their records to be located and identified:

**RECORD ACCESS PROCEDURE:**

Delete first paragraph, insert:  
Individuals involved in appeals and administrative review procedures are aware of that fact and have been provided access to the records. After the action has been closed, however, an individual may request access to the official copy of an appeal or administrative review procedure by contacting the system manager indicated. Individuals must provide the following information for their records to be located and identified:

**CONTESTING RECORD PROCEDURE:**

Delete second paragraph, insert:  
Individuals wishing to request amendment of their records to correct factual errors should contact the system manager indicated. Individuals must furnish the following information for their records to be located and identified:

**OPM/INTERNAL-7**

**SYSTEM LOCATION:**

Delete current entry, insert: Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
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.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Assistant Director for Personnel, Administration Group" to read "Director, Office of Human Resources and EEO."

**NOTIFICATION PROCEDURE:**

Delete first paragraph, insert:  
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:

**RECORD ACCESS PROCEDURE:**

Delete first paragraph, insert:  
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:

**CONTESTING RECORD PROCEDURE:**

Delete first paragraph, insert:  
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:

**OPM/INTERNAL-8**

**SYSTEM LOCATION:**

Change "Office of Personnel, Administration Group" to read "Office of Human Resources and EEO."

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Assistant Director for Personnel, Administration Group" to read "Director, Office of Human Resources and EEO."

**OPM/INTERNAL-9**

**SYSTEM LOCATION:**

Delete current entry, insert: Personnel and administrative offices of the Office

of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001, and OPM field service offices.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:

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.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Assistant Director for Personnel, Administration Group" to read "Director, Office of Human Resources and EEO."

**NOTIFICATION PROCEDURE:**

Delete first paragraph, insert:

OPM employees wishing to inquire whether this system contains information about them should contact the appropriate management official where employed. Individuals must furnish the following information for their records to be located and identified:

**RECORD ACCESS PROCEDURE:**

Delete first paragraph, insert:

OPM employees wishing to request access to their records should contact the appropriate OPM management official where employed. Individuals must furnish the following information for their records to be located and identified:

**CONTESTING RECORD PROCEDURE:**

Delete first paragraph, insert:

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

**OPM/INTERNAL-10**

**SYSTEM LOCATION:**

Delete current entry, insert: Office of Contracting and Administrative Services; Investigations Service; and the Office of the General Counsel; Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete current entry, insert:

The system contains document related to the authorization of an individual to operate a Government

motor vehicle; and reports, correspondence, and fiscal documents concerning automobile accidents occurring in a Government-owned, leased, or rented vehicle or in a privately-owned vehicle while on official business.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM INCLUDES THE FOLLOWING WITH ANY REVISIONS AND AMENDMENTS:**

Revise current entry by adding "chapter." 28 U.S.C. Chapter 171.

**PURPOSE:**

Delete current entry, insert:

These records serve to document supervisor's verification of employee's license to operate a Government motor vehicle; authorization to use Government-owned, leased, or rented motor vehicle or privately-owned vehicle to conduct official business; and information regarding motor vehicle accidents, including reports and related documents that may be used in settlement of claims and litigation resulting from an accident involving a Government-owned, leased, or rented motor vehicle or privately-owned vehicle used by employees to conduct official business.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:

Routine uses 1, and 3 through 7, 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:

- To disclose information any source from which additional information is requested (to extent necessary to identify the individual, inform the source of the purpose of the request, and identify the type of information requested), when necessary to obtain information relevant to an office decision concerning the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a grant or other benefit.

- To disclose accident report record information to officials of labor organizations recognized under the Chapter 71, title 5, U.S.C. when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

- To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a

security clearance, the conducting of a security or suitability investigation, the classifying of jobs, or the award of a contract, license, grant, or other benefit.

- To disclose information to the General Services Administration about accidents involving Government owned or leased automobiles.

- To disclose information to insurance carriers about accidents involving privately-owned vehicles.

**RETENTION AND DISPOSAL:**

In first sentence change "Motor vehicle operator records" to read "Motor vehicle operator authorization records."

**SYSTEM MANAGER(S) AND ADDRESS:**

Delete current entry, insert:

Motor vehicle operator authorization records:

Director, Office of Contracting and Administrative Services, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001, or the Director of the appropriate field service office.

Accident report records: For reports involving employees of the Investigations Service with judgements under \$2,500: Associate Director, Investigations Service, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

For reports involving employees of Field Service Offices with no personal injury, and judgements under \$2,500: Appropriate Field Service Office Director.

For reports involving other OPM employees, or of employees of the Investigations Service involving judgements over \$2,500: Office of the General Counsel, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

**NOTIFICATION PROCEDURE**

Delete first paragraph, insert:

Individuals wishing to inquire whether this system of records contains information about them should contact the appropriate system manager as indicated under SYSTEM MANAGER AND ADDRESS.

**RECORD ACCESS PROCEDURE:**

Delete first paragraph, insert:

Individuals wishing to request access to records about them should contact the appropriate system manager as indicated under SYSTEM MANAGER AND ADDRESS.

**CONTESTING RECORD PROCEDURE:**

Delete first paragraph, insert:

Individuals wishing to request amendment of their records should contact the appropriate system manager

as indicated under SYSTEM MANAGER AND ADDRESS.

**RECORD SOURCE CATEGORIES:**

Delete current subparagraph e, insert: e. Officials of OPM.

**OPM/INTERNAL-11**

**SYSTEM LOCATION:**

Delete current entry, insert: Office of Human Resources and EEO, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415-0001.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert: 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 required in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

**SYSTEM MANAGER(S) AND ADDRESSES:**

Change "Assistant Director for Personnel, Administration Group" to read "Director, Office of Human Resources and EEO."

**NOTIFICATION PROCEDURE:**

Delete first paragraph, insert: It is required that individuals submitting grievances be provided a copy of the record under the grievance process. They may, however, contact the personnel office regarding the existence of such records on them. They must furnish the following information for their records to be located and identified:

**RECORDS ACCESS PROCEDURE:**

Delete first paragraph, insert: It is required that individuals submitting grievances be provided a copy of the record under the grievance process. After the action has been closed, however, an individuals may request access to the official copy of the grievance file by contacting the personnel office. Individuals must furnish the following information for their records to be located and identified:

**CONTESTING RECORD PROCEDURE:**

Delete second paragraph, insert: Individuals wishing to request amendment of their records to correct

factual errors should contact the personnel office. Individuals must furnish the following information for their records to be located and identified:

**OPM/INTERNAL-12**

**SYSTEM LOCATION:**

Change "Office of Information Resources Management, Administration Group" to read "Office of Information Technology."

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Persons who are assigned OPM telephone numbers or are authorized to use OPM telephone services, and persons who make or receive calls billed to OPM.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert: Routine uses 1 through 7, and 11, 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. By OPM employees or other persons to determine their individual responsibility for telephone calls.
- b. By another Federal agency or a telecommunications company providing telephone services to permit servicing the account.
- c. By appropriate OPM employees to assist in the planning and effective management of OPM telephone services, and to determine that OPM telephone services are being used in an efficient and economical manner.
- d. By auditors, investigators, and other employees authorized by the Inspector General, pursuant to sections 4 and 6 of the Inspector General Act of 1978.

**STORAGE:**

OPM stores records on magnetic media, optical media, and on paper.

**SYSTEM MANAGER(S) AND ADDRESSES:**

Delete current entry, insert: Chief, Plans and Policies Division, Office of Information Technology, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415-0001.

**OPM/INTERNAL-13**

**SYSTEM LOCATION:**

Change "Office of Procurement and Administrative Services, Administration Group" to read "Office of Contracting and Administrative Services."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS, AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert: Routine uses 1, 3 through 7, and 11, 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 disclose information to the Internal Revenue Service and State and local tax authorities.
- b. To disclose information to officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.
- c. To disclose information in computer matching activities, including comparison of parking records with other Federal agencies, and for the purpose of assigning tax liabilities related to the fringe benefit accrual value of parking.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Assistant Director of Procurement and Administrative Services, Administration Group" to read "Director, Office of Contracting and Administrative Services."

**OPM/CENTRAL-1**

**SYSTEM LOCATION:**

Change "Associate Director for Retirement and Insurance" to read "Associate Director, Retirement and Insurance Service."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert: 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 disclose, to the following recipients, information needed to adjudicate a claim for benefits under OPM's or the recipients's benefits program(s), or information needed to conduct an analytical study of benefits being paid under such programs: Office of Workers' Compensation Programs; Department of Veterans Affairs Pension Benefit Program; Social Security Administration's Old Age, Survivor and Disability Insurance and Medical Programs, Health Care Financing Administration, and Supplemental Security Income Program; military retired pay programs; Federal civilian

employee retirement programs (other than the CSR or FER system); or other national, State, county, municipal, or other publicly recognized charitable or social security administrative agency;

b. To disclose to the Federal Employees Group Life Insurance Office information necessary to verify the election, declination, or waiver of regular and/or optional life insurance coverage or eligibility for payment of a claim for life insurance.

c. To disclose to health insurance carriers contracting with OPM to provide a health benefits plan under the Federal Employees Health Benefits Program, Social Security Numbers and other information necessary to identify enrollment in a plan, to verify eligibility for payment of a claim for health benefits, or to carry out the coordination for benefits provisions of such contracts.

d. To disclose to any inquirer, if sufficient information is provided to assure positive identification of an individual on whom a department or agency maintains retirement or insurance records, the fact that an individual is or is not on the retirement rolls, and, if so, the type of annuity (employment or survivor, but not retirement on disability) being paid, or if not, whether a refund has been paid.

e. When an individual to whom a record pertains dies, to disclose to any person possibly entitled in the order of precedence for lump-sum benefits, information in the individual's record that might properly be disclosed to the individual, and the name and relationship of any other person whose claim for benefits takes precedence or who is entitled to share the benefits payable. When a representative of the estate has not been appointed, the individual's next of kin may be recognized as the representative of the estate.

f. To disclose to the Internal Revenue Service, Department of the Treasury, information as required by the Internal Revenue Code of 1954, as amended.

g. To disclose to the Department of the Treasury information necessary to issue benefit checks.

h. To disclose information to any person who is responsible for the care of the individual to whom a record pertains, and who is found by a court or OPM Medical Officers to be incompetent or under other legal disability, information necessary to assure payment of benefits to which the individual is entitled.

i. To disclose to the Parent Locator Service of the Department of Health and Human Services, upon its request, the present address of an annuitant, or former employee, for enforcing child

support obligations against such individual.

j. In connection with an examination ordered by the agency under

(1) Medical examination procedures; or

(2) Agency-filed disability retirement procedures.

To disclose to the agency-appointed representative of an employee all notices, decisions, other written communications, or any pertinent medical evidence other than medical evidence that a prudent physician would hesitate to inform the individual of; such medical evidence will be disclosed only to a licensed physician, designated in writing for that purpose by the individual or his or her representative.

k. To disclose information to any source from which additional information is requested relevant to OPM determination on an individual's eligibility for or entitlement to coverage under the retirement, life insurance, and health benefits program, to the extent necessary to identify the individual and the type of information requested.

l. To disclose information to the Office of Management and Budget at any stage of the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular NO. A-19.

m. To provide an official of another Federal agency information needed in the performance of official duties related to reconciling or reconstructing data files, compiling descriptive statistics, and making analytical studies to support the function for which the records were collected and maintained.

n. To disclose to a Federal agency, in response to its request, the address of any annuitant or applicant for refund of retirement deductions, if the agency requires that information to provide consideration in connection with the collection of a debt due the United States.

o. To disclose to an allottee, as defined in 5 CFR 831.1501, the name, address, and the amount withheld from an annuitant's benefits, pursuant to 5 CFR 831.1501 et seq. as an allotment to that allottee to implement the program of voluntary allotments authorized by 5 U.S.C. 8345(h) or 8465.

p. To disclose to a Federal agency, in response to its request, information in connection with the hiring, retention, separation, or retirement of an employee; the issuance of a security clearance; the reporting of an investigation of an employee; the letting of a contract; the classification of a job; or the issuance of a license, grant, or other benefit by the requesting agency,

to the extent that OPM determines that the information is relevant and necessary to the requesting party's decision on the matter.

q. To disclose to a State agency responsible for the collection of State income taxes the information required by an Agreement to Implement State Income Tax Withholdings from Civil Service Annuities entered pursuant to section 1705 of Pub. L. 97-35 or 5 U.S.C. 8469 to implement the program of voluntary State income tax withholding required by 5 U.S.C. 8345(k) or 8469.

r. To disclose to the Social Security Administration the Social Security Numbers of civil service annuitants to determine (1) their vital status as shown in the Social Security Master Records; (2) whether recipients of the minimum annuity are receiving at least the Special Primary Insurance Amount benefit from the Social Security Administration; and (3) whether civil service retirees with post-1956 military service credit are receiving benefits from the Social Security Administration.

s. To disclose information contained in the Retirement Annuity Master File; including the name, Social Security Number, date of birth, sex, OPM's claim number, health benefit enrollment code, retirement date, retirement code (type of retirement), annuity rate, pay status of case, correspondence address, and ZIP code, of all Federal retirees and their survivors to requesting Federal agencies and States to help eliminate fraud and abuse in the benefit programs administered by the Federal agencies and States (and those States to local governments) and to collect debts and overpayments owed to the Federal Government, and to State governments and their components.

t. To disclose to a Federal agency, a person or an organization contracting with a Federal agency for rendering collection services within the purview of section 13 of the Debt Collection Act of 1982, in response to a written request from the head of the agency or his or her designee, or from the debt collection contractor, the following data concerning an individual owing a debt to the Federal Government: (1) The debtor's name, address, Social Security Number, and other information necessary to establish the identity of the individual; (2) the amount, status, and history of the claim; and (3) the agency or program under which the claim arose.

u. To disclose information contained in the Retirement Annuity Master File, upon written request, to state tax administration agencies, for the express purpose of ensuring compliance with

state tax obligations by persons receiving benefits under the Civil Retirement System or the Federal Employees Retirement System, and to prevent fraud and abuse, but only the following data elements: Name, correspondence address, date of birth, sex, Social Security Account Number, annuity rate, commencing date of benefits, and retirement code (type of retirement).

v. To disclose information to a State court or administrative agency in connection with a garnishment, attachment, or similar proceeding to enforce an alimony or child support obligation.

w. To disclose to a former spouse when necessary to explain how that former spouse's benefit under 5 U.S.C. 8341(h), 8345 (j), 8445, or 8467 was computed.

x. To disclose to a Federal or State agency (or its agent) when necessary to locate individuals who are owed money or property either by a Federal agency, state or local agency, or by a financial institution or similar institution.

y. To disclose to a health plan participating in the Federal Employees Health Benefits Program (FEHBP) and to an FEHBP enrollee or covered family member or an enrollee or covered family member's authorized representative, in connection with the review of a disputed claim for health benefits, from information maintained within this system of records, the decision of OPM regarding the disputed claim review.

z. To disclose to a State or local government, or private individual or association engaged in volunteer work, identifying and address information and other pertinent facts, for the purpose of developing an application as representative payee for an annuitant or survivor annuitant who is mentally incompetent or under other legal disability.

aa. To disclose on request to a spouse or dependent child (or court-appointed guardian thereof) of a CSR or FER system annuitant or an annuitant of any other Federal retirement system enrolled in the Federal Employees Health Benefits Program whether the annuitant has changed from a self-and-family to a self-only health benefits enrollment.

bb. To the Defense Manpower Data Center, Department of Defense, and the U.S. Postal Service to conduct computer matching programs for the purpose of identifying and locating individuals who are receiving Federal salaries or benefit payments and are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by the Office of

Personnel Management in order to collect the debts under the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365) by voluntary repayment, or by administrative or salary offset procedures.

cc. To any other Federal agency for the purpose of effecting administrative or salary offset procedures against a person employed by that agency or receiving or eligible to receive some benefit payments from the agency when the Office of Personnel Management as a creditor has a claim against that person.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Associate Director for Retirement and Insurance" to read "Associate Director, Retirement and Insurance Service."

**OPM/CENTRAL-2**

**SYSTEM LOCATION:**

Change "Agency Compliance and Evaluation, Personnel Systems and Oversight Group" to read "Office of Merit Systems Oversight and Effectiveness."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:

Routine uses 1, 3 through 5, and 7 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 disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

b. To disclose information to any source from which additional information is requested in the course of adjudicating an appeal or complaint, 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.

**SYSTEM MANAGER(S) AND ADDRESS:**

Delete entry, insert: Associate Director, Office of Merit Systems Oversight and Effectiveness, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415-0001.

**NOTIFICATION PROCEDURES:**

In first paragraph change "regional office" to read "field service office" wherever it appears.

**RECORD ACCESS PROCEDURE:**

In first paragraph change "regional office" to read "field service office."

**OPM/CENTRAL-4**

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:

Routine uses 1, 3 through 5, and 7 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 designated officers and employees of agencies, offices, and other establishments in the executive, legislative, and judicial branches of the Federal Government having an interest in the individual for employment purposes, including a security clearance or access determination, and the need to evaluate qualifications, suitability, and loyalty to the United States Government.

b. To designated officers and employees of agencies, offices, and judicial branches of the Federal Government when such agency, office, or establishment conducts an investigation of the individual for granting a security clearance, or for making a determination of qualifications, suitability, or loyalty to the United States Government, or access to classified information or restricted areas.

c. To any source from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

d. To the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

**OPM/CENTRAL-5**

**SYSTEM LOCATION:**

Change "Human Resources Development Group" to read "Office of Merit Systems Oversight and Effectiveness." In second sentence change "regional offices" to read "field service offices."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:

Routine uses 1 through 6 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(s) of the request, and to identify the type of information requested), where necessary to obtain information relevant to an OPM decision regarding possible termination of assignment.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Human Resources Development Group" to read "Office of Merit Systems Oversight and Effectiveness."

**OPM/CENTRAL-6**

**SYSTEM LOCATION:**

Change "Assistant Director, Office of Administrative Law Judges, Career Entry Group" to read "Administrative Law Judges Office, Employment Service."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
 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:

- To refer applicants to Federal agencies for employment consideration for Administrative Law Judge positions.
- To refer current and former Administrative Law Judges to Federal agencies for consideration for detail, transfer, reassignment, reinstatement, or reemployment, as applicable.
- 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 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.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "Assistant Director, Office of Administrative Law Judges, Career Entry Group" to read "Director, Administrative Law Judges Office, Employment Service."

**OPM/CENTRAL-7**

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Delete current entry; insert:  
 This system includes the following kinds of records: Garnishment documents; administrative appeals; investigative reports; retirement records; official personnel records; documentation of litigation including complaints, answers, motions, briefs, orders, and decisions; claims and supporting documentation submitted under the Federal Tort Claims Act and the Military Personnel and Civilian Employees Claims Act, together with correspondence and records of settlement; and final administrative and judicial determinations.

**PURPOSE:**

Delete current entry; insert:  
 These records are maintained to defend OPM against lawsuits and to settle administrative claims brought against OPM or OPM employees.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
 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:

- To any source where necessary to obtain information relevant to an OPM decision or action involved in one of the purposes for maintenance of the system.
- To the insurance carrier of an employee, or a claimant against OPM under the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act in order to determine the proper assignment of any liability.

**OPM/CENTRAL-8**

**SYSTEM LOCATION:**

Change "regional and area offices" to read "field service offices."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
 Routine uses 1, and 3 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:

- To disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

- To disclose information to an agency, subject to law, rule, or regulation enforced by OPM, having been found in violation of such law, rule or regulation, in order to achieve compliance with OPM instructions.

- To disclose information to Federal agencies (e.g., Department of Justice) in order to obtain advice and recommendations concerning matters on which the agency has specialized experience or particular competence, for use by OPM in making required determinations under the Freedom of Information Act of the Privacy Act of 1974.

- 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 to identify the type of information requested), where necessary to obtain information relevant to an OPM decision concerning a Privacy or Freedom of Information Act request.

- To disclose to the Federal agency involved, an OPM decision on an appeal from an initial denial of a request involving OPM-controlled records.

**SYSTEM MANAGER(S) AND ADDRESS:**

Change "appropriate Regional Director" to read "appropriate Field Service Office Director."

**OPM/CENTRAL-9**

**SYSTEM LOCATION:**

In subparagraph a., change "Investigations Group" to read "Investigations Service."

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete current subparagraph c, insert:  
 c. Title 22, U.S.C., sections 2519 and 2585.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry, insert:  
 Routine uses 4 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:

- To designated officers and employees of agencies, offices, and other establishments in the executive, legislative, and judicial branches of the Federal Government, having a need to evaluate qualifications, suitability, and loyalty to the United States Government and/or a security clearance or access determination.

- To designated officers and employees of agencies, offices, and other establishments in the executive,

legislative, and judicial branches of the Federal Government, when such agency, office, or establishment conducts an investigation of the individual for purposes of granting a security clearance, or for the purpose of making a determination of qualifications, suitability, or loyalty to the United States Government, or access to classified information or restricted areas.

c. To designated officers and employees of agencies, offices, and other establishments in the executive, judicial, or legislative branches of the Federal Government, having the responsibility to grant clearances to make a determination regarding access to classified information or restricted areas, or to evaluate qualifications, suitability, or loyalty to the United States Government, in connection with performance of a service to the Federal Government under a contract or other agreement.

d. To the intelligence agencies of the Department of Defense, the National Security Agency, the Central Intelligence Agency, and the Federal Bureau of Investigation for use in intelligence activities.

e. To any source from which information is requested in the course of an investigation, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

f. To the appropriate Federal, State, local, tribal, foreign, or other public authority responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where OPM becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

g. To an agency, office, or other establishment in the executive, legislative, or judicial branches of the Federal Government, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a 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 by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

h. To provide information to a congressional office from the records of an individual in response to an inquiry from the congressional office made at the request of that individual. However, the investigative file, or parts thereof, will only be released to a congressional

office if OPM receives a notarized authorization or signed statement under 28 U.S.C. 1746 from the subject of the investigation.

i. To the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

j. To disclose information to contractors, grantees, experts, consultants, or volunteers performing or working on a contract, service, or job for the Federal Government.

#### RETENTION AND DISPOSAL:

Delete current subparagraph b, insert:

b. Hard copy records are destroyed by shredding and recycling, and computerized records are destroyed by electronic erasure.

#### SYSTEM MANAGER(S) AND ADDRESSES:

Delete current entry, insert: Associate Director Investigations Service, Office of Personnel Management, PO Box 886, Washington, DC 20044-0886.

#### OPM/CENTRAL-10

##### SYSTEM NAME:

Delete current entry, insert: Federal Executive Institute Program Participant Records.

##### SYSTEM LOCATION:

Change zip code from 22901 to 22903-4899.

##### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Change "attended long term programs" to read "attended programs."

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Delete current entry; insert:  
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, FEI program attended, and, with the approval of the individual, home address and telephone number of program participants.

##### PURPOSE:

Delete current entry; insert:  
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.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Delete current entry, insert:  
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 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 PRACTICES OF STORING, RETRIEVING, SAFEGUARDING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

##### STORAGE:

Delete current entry, insert:  
Records are maintained in hard copy and automated form.

##### SAFEGUARDS:

Delete current entry; insert:  
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; and  
b. 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:

Delete current entry; insert:  
A new records schedule is in the process of being approved by the National Archives and Records Administration, to provide for destruction of application files after a maximum of 3 years, and the destruction of consent forms after five years. The automated data base of participant information will be destroyed when no longer needed for administrative purposes.

##### SYSTEM MANAGER(S) AND ADDRESSES:

Change "Registrar" to read "Director, Office of Executive Resources." Change zip code from "22901" to "22903-4899."

##### NOTIFICATION PROCEDURE:

Delete current entry; insert:  
Individuals wishing to inquire whether this system contains information about them should contact the system manager. Individuals must furnish the following for their records to be located and identified:

- a. Name.
- b. Agency.
- c. FEI program attended and dates.

**RECORD ACCESS PROCEDURES:**

Delete current entry; insert:

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

- a. Name.
- b. Agency.
- c. FEI program attended and dates.

**RECORD SOURCE CATEGORIES:**

Add new subparagraph b as follows:  
b. Employing agency.

**OPM/CENTRAL-11****SYSTEM LOCATION:**

Change "Human Resources Development Group" to read "Workforce Training Service."

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Delete current entry; insert:

Routine uses 1, 3, 4, and 7 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 candidates to Federal agencies for employment consideration.
- b. To refer candidates to State and local governments, congressional offices, international organizations, and other public offices with permission of the candidates, for the purpose of employment consideration.
- c. To refer interns for consideration for reassignment and promotion within the employing agencies.
- d. As a data source for management information of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel research functions or manpower studies, or to locate individuals for personnel research.
- e. To request information from a Federal, State, or local agency maintaining civil, criminal, or other information relevant to an agency decision concerning the hiring or retention of a candidate.
- f. To provide an educational institution with information on an appointment of a recent graduate to a Federal position at a certain grade level.

**SYSTEM MANAGER(S) AND ADDRESSES:**

Change "Director, Human Resources Development Group" to read "Associate Director, Workforce Training Service."

**OPM/CENTRAL-12 [Reserved]****OPM/CENTRAL-13****SYSTEM LOCATION:**

Delete current entry; insert: Office of Executive Resources, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415-0001.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Delete current entry; insert:  
Current and former appointees in the Senior Executive Service; current and former incumbents of Executive Schedule, Scientific and Professional research and development, Senior Level, Board of Contract Appeals, and similar positions; former incumbents of General Schedule 16-18 positions; and participants in and graduates of OPM-approved agency Senior Executive candidate development programs.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

- a. Delete current entry; insert:
  - a. Demographic, appointment, and assignment information (e.g., name, office address, date of birth, Social Security Number, sex, race and ethnic designation, titles of positions, pay rates, and types of appointments).
  - c. Delete current entry; insert:
    - c. Determinations on nominees for Meritorious and Distinguished Presidential Rank awards.
    - e. Delete current entry; insert:
      - e. Information on performance of executives (e.g., performance ratings, performance awards, and incentive awards).
      - h. Delete current entry; insert:
        - h. Information concerning the reason(s) why an individual leaves an executive position (e.g., retired, resigned, to enter private industry, to work for a State government, or removed during probation or after because of performance).
        - i. Delete current entry; insert:
          - i. Information about the recruitment of individuals for executive positions (e.g., recruited from another Federal agency or from outside the Federal service).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Delete current entry; insert:  
5 U.S.C. Sections 2101 through 2103; 3104; 3131 through 3136; 3324; 3325; 3391 through 3397; 3591 through 3596; 4311 through 4315; 4507; 5108; 5381 through 5385; 5407; 5752 through 5754; and 7541 through 7543.

**PURPOSE:**

- a. Delete current entry; insert:
  - a. Assist OPM in carrying out its responsibilities under title 5, U.S. Code, and OPM rules and regulations

promulgated thereunder, including the allocation and establishment of SES, Senior Level, and Scientific and Professional research and development positions; development of qualification standards for SES positions, establishment and operation of one or more qualifications review boards, establishment of programs to develop candidates for and incumbents of executive positions, and development of performance appraisal systems.

- c. Delete entry; insert:
  - c. Provide data used in policy formulation, program planning and administration, research studies, and required reports regarding the Governmentwide executive program.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Routine uses 1 through 5, and 7 through 11, 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 identify and refer qualified current or former Federal employees to Federal agencies for executive vacancies.
- b. To refer qualified current or former Federal employees or retirees to State and local governments and international organizations for employment considerations.
- c. To provide an employing agency with extracts from the records of that agency's employees in the system.
- d. To provide information required in the annual report to Congress mandated by 5 U.S.C. 3135 and elsewhere, regarding positions in the SES and the incumbents of these positions.
- e. By OPM to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the functions for which the records are collected and maintained, or for related work force studies. While published studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.
- f. To disclose information to any member of an agency's Performance Review Board or other board or panel (e.g., one convened to select or review nominees for awards of merit pay increases), when the member is not an official of the employing agency; information would then be used for the purposes of approving or recommending

selection of candidates for executive development programs, issuing a performance appraisal rating, issuing performance awards, nominating for Meritorious and Distinguished Executive ranks, and removal, reduction-in-grade, and other personnel actions based on performance.

g. To provide information to the White House on executives with noncareer appointments in the Senior Executive Service, in positions formerly in the General Schedule filled by noncareer executive assignments, in excepted positions paid at Executive Schedule pay rates, and in positions in the Senior Level pay system or other pay systems equivalent to those described which are filled by Presidential appointment or excepted from the competitive service because they are of a confidential or policy-determining character.

#### RETENTION AND DISPOSAL:

Delete current entry; insert:

Records are retained for varying lengths of time, in accordance with disposition schedules approved by NARA. Disposal of manual records is by shredding or burning, electronic databases are erased.

#### SYSTEM MANAGER(S) AND ADDRESSES:

Delete current entry, insert: Director, Office of Executive Resources, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415-0001.

#### OPM/CENTRAL-14

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

- a. To disclose records to appropriate Federal, State and local agencies if necessary and relevant to administering Federal financial or nonfinancial assistance programs or benefits.
- b. To disclose records for performance of a Federal duty to a State or local agency, or financial institution.
- c. To disclose information on excluded health care providers to other persons involved in or affected by the action.
- d. To disclose information to agencies or organizations that license, certify, regulate, investigate, or prosecute persons or organizations that provide health-related services or items to

determine possible disqualifying actions, practices, or conditions.

[FR Doc. 95-29879 Filed 12-7-95; 8:45 am]

BILLING CODE 6325-01-P

---

### POSTAL RATE COMMISSION

[Order No. 1093; Docket No. A96-8]

#### **Sedan, Minnesota 56380 (Robert C. Hawn, Petitioner); Notice and Order Accepting Appeal and Establishing Procedural Schedule Under 39 U.S.C. § 404(b)(5)**

Issued December 4, 1995.

*Docket Number:* A96-8.

*Name of Affected Post Office:* Sedan, Minnesota 56380.

*Name(s) of Petitioner(s):* Robert C. Hawn.

*Type of Determination:* Closing.

*Date of Filing of Appeal Papers:* November 29, 1995.

*Categories of Issues Apparently Raised:*

1. Effect on postal services [39 U.S.C. § 404(b)(2)(C)].
2. Effect on the community [39 U.S.C. § 404(b)(2)(A)].

After the Postal Service files the administrative record and the Commission reviews it, the Commission may find that there are more legal issues than those set forth above. Or, the Commission may find that the Postal Service's determination disposes of one or more of those issues.

The Postal Reorganization Act requires that the Commission issue its decision within 120 days from the date this appeal was filed (39 U.S.C. § 404(b)(5)). In the interest of expedition, in light of the 120-day decision schedule, the Commission may request the Postal Service to submit memoranda of law on any appropriate issue. If requested, such memoranda will be due 20 days from the issuance of the request and the Postal Service shall serve a copy of its memoranda on the petitioners. The Postal Service may incorporate by reference in its briefs or motions, any arguments presented in memoranda it previously filed in this docket. If necessary, the Commission also may ask petitioners or the Postal Service for more information.

*The Commission orders:*

(a) The Postal Service shall file the record in this appeal by December 14, 1995.

(b) The Secretary of the Postal Rate Commission shall publish this Notice and Order and Procedural Schedule in the Federal Register.

By the Commission.  
Margaret P. Crenshaw,  
*Secretary.*

#### Appendix

November 29 1995—Filing of Appeal letter  
December 4, 1995—Commission Notice and  
Order of Filing of Appeal

December 26, 1995—Last day of filing of  
petitions to intervene [see 39 CFR  
§ 3001.111(b)]

January 3, 1995—Petitioner's Participant  
Statement or Initial Brief [see 39 C.F.R.  
§ 3001.115 (a) and (b)]

January 23, 1996—Postal Service's  
Answering Brief [see 39 CFR  
§ 3001.115(c)]

February 7, 1996—Petitioner's Reply Brief  
should Petitioner choose to file one [see  
39 C.F.R. § 3001.115(d)]

February 14, 1996—Deadline for motions by  
any party requesting oral argument. The  
Commission will schedule oral argument  
only when it is a necessary addition to  
the written filings [see 39 CFR  
§ 3001.116]

March 28, 1996—Expiration of the  
Commission's 120-day decisional  
schedule [see 39 U.S.C. § 404(b)(5)]

[FR Doc. 95-29926 Filed 12-7-95; 8:45 am]

BILLING CODE 7710-FW-P

---

### SECURITIES AND EXCHANGE COMMISSION

[Release No. 34-36543; File No. SR-CSE-95-09]

#### **Self-Regulatory Organizations; Notice of Filing of Proposed Rule Change by the Cincinnati Stock Exchange, Inc., Relating to Including Within the Exchange's Minor Rule Plan Rule 4.2 Which Deals with the Furnishing of Records to the Exchange**

November 30, 1995.

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934 ("Act"), 15 U.S.C. 78s(b)(1), notice is hereby given that on November 16, 1995, the Cincinnati Stock Exchange, Inc. ("CSE" or "Exchange") filed with the Securities and Exchange Commission ("Commission") a proposed rule change to amend its Minor Rule Violation Plan<sup>1</sup> as described in Items I, II, and III below, which Items have been prepared by the self-regulatory organization. The Commission is publishing this notice to solicit comments on the proposed rule change from interested persons.

<sup>1</sup> Rule 19d-1(c)(2) under the Act, 17 CFR 240.19d-1(c)(2), authorizes national securities exchanges to adopt minor rule violation plans for the summary discipline and abbreviated reporting of minor rule violations by exchange members and member organizations.